

SOUTHERN MISSIONARY COLLEGE



BULLETIN
1962-'63

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Southern Missionary College

ANNUAL BULLETIN

VOLUME XII

MAY, 1962

NUMBER 1



ANNOUNCEMENTS 1962-1963

SOUTHERN MISSIONARY COLLEGE

COLLEGEDALE, TENNESSEE

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Admissions, to the *Admissions Office*

Financial Matters, Student Employment, Student Housing, Student Accounts, to the *Director of Student Finance*

Scholastic Matters and Summer School, to the *Academic Dean*

Transcripts and Academic Records, to the *Office of Admissions and Records*

Problems of Residence Halls, Room Furnishings, Suitable Wearing Apparel and Campus Conduct:

Of Men Students, to the *Dean of Men*

Of Women Students, to the *Dean of Women*

Public Relations, Student Activities, Promotion, Counseling, to the *Dean of Student Affairs*

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Academy Principal	EX 6-3181
Admissions Office	EX 6-3237
Director of Student Finance	EX 6-2111
Business Manager	EX 6-2111
Academic Dean	EX 6-2271
Dean of Men	EX 6-3141
Dean of Student Affairs	EX 6-2332
Dean of Women	EX 6-3271
Men's Residence	EX 6-3131
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Office of Records	EX 6-3161
Treasurer	EX 6-2111
Women's Residence	EX 6-2992

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1962

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CALENDAR OF EVENTS

SUMMER SESSION, 1962

Registration 7:30-12:00	June 11
Final Examinations	August 3
Graduation	August 4

FIRST SEMESTER, 1962-63

Registration and Orientation	September 10-12
Classes Begin	September 13
Alumni Homecoming	October 12, 13
Missions Promotion	October 16
Religious Emphasis Week	October 26-November 3
Mid-term Examinations	November 7-9
Thanksgiving Vacation	November 20 (noon)-25
Christmas Vacation	December 19 (noon)-January 2
First semester Examinations	January 21-24

SECOND SEMESTER, 1962-63

Registration	January 27
Classes Begin	January 28
Senior Class Presentation	February 22
Religious Emphasis Week	March 8-16
Mid-term Examinations	March 25-27 (noon)
Spring Vacation	March 27 (noon)-April 1
College Days	April 14-16
Semester Examinations	May 27-30
Graduation	May 31-June 2

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FACULTY

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B.S., Union College, 1899.

MARY HOLDER DIETEL, M.A., *Associate Professor Emeritus of Modern Languages*
B.A., Washington Missionary College, 1919; M.A., University of Maryland, 1933; Certificate from L'Alliance Francaise, Paris, 1936.

HAROLD A. MILLER, M.Music, *Professor Emeritus of Music*
B. Music, Otterbein College, 1937; M. Music, Eastman School of Music, University of Rochester, 1941.

PROFESSORS

CLYDE G. BUSHNELL, PH.D., *Professor of Modern Languages*
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B.A., Union College, 1938; M.A., S.D.A. Theological Seminary, 1945; Ph.D., University of Chicago, 1951.

RAY HEFFERLIN, PH.D., *Professor of Physics*
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K. M. KENNEDY, Ed.D., *Professor of Education*
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B.A., Union College, 1940; M.B.A., University of Oklahoma, 1944; Ph.D., University of Southern California, 1951.

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EVERETT T. WATROUS, Ed.D., *Professor of History*
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FACULTY

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- GEORGE T. GOTT, M.A., *Associate Professor of Economics*
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J. MABEL WOOD, M.A., *Associate Professor of Music*
B.A., Union College, 1948; M.A., University of Nebraska, 1952.

ASSISTANT PROFESSORS

DOUGLAS BENNETT, B.A., *Assistant Professor of Religion*
B.A., Southern Missionary College, 1951.

FLORENCE M. CULPAN, M.A., *Assistant Professor of Nursing*
B. S., Florida State University, 1958; M.A., Teachers College, Columbia University, 1959.

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B.S., George Peabody College, 1946; M.P.H., University of North Carolina, 1957.

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INSTRUCTORS

BARBARA BEAVERS, B.S., *Instructor in Nursing*
B.S., Southern Missionary College, 1960.

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FACULTY

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B.A., Southern Missionary College, 1953.
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- DUANE ZIMMERMAN, M.S., *Instructor in Mathematics*
B.A., Emmanuel Missionary College, 1957; M.S., University of Minnesota, 1960.
- GRENITH ZIMMERMAN, M.S., *Instructor in Mathematics*
B.A., Emmanuel Missionary College, 1958; M.S., University of Minnesota, 1961.

LECTURERS

- RUBY JOHNSON, M.S., *Lecturer in Dietetics*
B.S., Madison College, 1938; M.S., University of Tennessee, 1957.
- GERTRUDE H. MUENCH, R.N., R.P.T., *Lecturer in Nursing*
Diploma, Portland Sanitarium and Hospital, 1905; R.P.A., Western Reserve School of Physical Therapy, 1927.
- TED C. SWINYAR, M.D., *Lecturer in Health Education*
B.A., Washington Missionary College, 1949; M.D., College of Medical Evangelists, 1952.

FACULTY

SUPERVISORY INSTRUCTORS IN SECONDARY EDUCATION

- KENNETH C. STEWART, M.A., *Principal*
B.A., Columbia Union College, 1951; M.A., Ohio State University, 1957.
- LORENE AUSERMAN, B.A., *Registrar, Health*
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B.A., Southern Missionary College, 1956.
- OLIVE WESTPHAL, M.A., *Spanish*
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- DONALD WOODRUFF, M.A., *Mathematics and Science*
M.A., University of Missouri.

SUPERVISORY INSTRUCTORS IN ELEMENTARY EDUCATION

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B.S., Southern Missionary College, 1958; M.Ed., University of Chattanooga, 1961.
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B.S., Emmanuel Missionary College.
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B.S., Southern Missionary College, 1954; M.Ed., University of Chattanooga, 1957.
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B.S., Southern Missionary College, 1951; M.A., George Peabody College for Teachers, 1953.
- JESSIE PENDERGRASS, M.Ed., *Grades 5, 6*
B.S., Southern Missionary College, 1957; M.Ed., University of Chattanooga, 1962.

COMMITTEES

The President is *ex officio* member of all faculty committees. The first name or officer listed serves as chairman.

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Curriculum and Academic Policies: W. M. Schneider, Director of Admissions and Records, Heads of Divisions, Heads of Departments by invitation for curricula studies.

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Religious Interests: Otto Christensen, Douglas Bennett, Paul Boynton, Alfreda Costerisan, K. R. Davis, R. E. Francis, C. N. Rees, W. M. Schneider, Kenneth Stewart, R. B. Thurmon, Student Representatives by invitation.

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The following special committees function under the general supervision of the Academic Dean: Ministerial Recommendations, Medical Student Recommendations, Teacher Educational Council.

GENERAL INFORMATION

AIMS AND OBJECTIVES

Southern Missionary College is a coeducational Christian college operated by the Seventh-day Adventist denomination. Its objectives are in harmony with the basic principles and objectives of its governing organization. The Bible is accepted as the inspired revelation of God to men. Consistent endeavor is made to inspire in the student an appreciation of those principles that lead to a high level of thinking which in turn leads to Christian character and purposeful service to one's fellow men.

In harmony with this inclusive objective the following statements express the specific objectives upon which the policies of the College are formulated:

1. *Spiritual*—Southern Missionary College desires to establish in her students a personal allegiance to the principles of Christian faith; to develop in them a Christian philosophy of life as a basis for the solution of their personal problems; and to foster in them a sense of responsibility which will lead to active participation in the program of the Seventh-day Adventist Church.
2. *Intellectual*—The College provides the student with basic facts and principles to the end that independent and creative thinking may result in open-mindedness, intellectual curiosity and effective means of expression.
3. *Ethical*—Southern Missionary College strives to implant in her students those concepts of Christian ethics and morality which are taught in the Scriptures and teaches them to shun intolerance of the rights and opinions of others.
4. *Social*—The college affords opportunity for the student to develop approved social practices through participation in such activities as will contribute to the development of a well-balanced personality.

GENERAL INFORMATION

5. *Aesthetic*—Southern Missionary College endeavors to develop in her students an appreciation for that which is elevating and beautiful. To this end she fosters an appreciation of God's handiwork together with the best in the fine arts. Furthermore, she desires that in this field her students will not only be appreciative but creative.
6. *Civic*—Southern Missionary College aims to teach her students to be intelligent observers of national and international affairs. She desires that they faithfully discharge their duties as citizens and work unselfishly for the improvement of their community and country.
7. *Health*—Southern Missionary College encourages her students to learn and practice the principles of healthful living.
8. *Vocational*—The College provides opportunity for work experience and vocational training as an integral part of the total educational experience in order to teach the student that labor is God-given, dignified and an aid to character development as well as a means of financial support.
9. *Service*—Southern Missionary College endeavors to develop in her students a spirit of unselfish dedication to the service of God and man.

HISTORY

Southern Missionary College was founded at Graysville, Tennessee, in 1892 under the name of Southern Training School. In 1916 the institution was moved to Collegedale, Tennessee, where it opened under the name of Southern Junior College. By 1944 senior college status was achieved, the first degree candidates being graduated in 1946.

LOCATION

The main college campus is located in a pleasing valley eighteen miles east of Chattanooga and three miles from Ooltewah on the Lee Highway. The Southern Railway line passes through one side of the estate. A bus service operated by the Cherokee Lines serves the college campus. The post office address is Collegedale.

The Orlando campus situated in the "City Beautiful" at the Florida Sanitarium and Hospital provides additional facilities for the Division of Nursing.





PLANT FACILITIES

ACCREDITATION AND CERTIFICATION

Southern Missionary College is accredited as a liberal arts college by the Southern Association of Colleges and Secondary Schools and is approved by the Tennessee State Board of Education for the preparation of both secondary and elementary teachers for certification.

The Division of Nursing is accredited by the Tennessee State Board of Nursing, is recognized by the Florida State Board of Nurses Registration, and is an agency member of the Baccalaureate and Higher Degree Granting Programs of the Division of Nursing Education of the National League for Nursing.

In addition to the memberships indicated above the college is a member of the Association of Seventh-day Adventist Colleges and Secondary Schools, the Association of American Colleges, and the Tennessee College Association.

BUILDINGS AND EQUIPMENT

LYNN WOOD HALL—The administration building, named in honor of Dr. Lynn Wood, president of the College from 1918-1922, is a three-story structure housing all the administrative offices including most of the teachers' offices. The chapel seats approximately 550.

A. G. DANIELLS MEMORIAL LIBRARY—The A. G. Daniells Memorial Library was completed in 1945. This is a modern library containing more than twenty-eight thousand books and about two hundred current periodicals conveniently arranged and adequately housed for study, reference, and research. A portion of the building is used for lecture rooms. The library is located adjacent to the administration building and is readily accessible from the residence halls.

EARL F. HACKMAN SCIENCE HALL—Hackman Hall, modern in arrangement and appointment, a commodious, two-story, fireproof building, contains various well-equipped lecture rooms and laboratories of the division of natural sciences. The first phase of this building was completed and dedicated in 1951. An addition, comparable in size to the first unit, was completed in 1961.

HAROLD A. MILLER FINE ARTS BUILDING—The Harold A. Miller Fine Arts Building, completed in 1953, houses the music department. This two-story, fireproof building provides studios, practice rooms, and an auditorium equipped with a Steinway grand piano and a Schantz pipe organ installed in 1962. It was named in honor of Harold A. Miller, who for many years headed the Music Department.

MAUDE JONES RESIDENCE HALL—The construction of a new women's residence hall permits the use of Maude Jones residence hall as a men's dormitory to provide adequate housing facilities for the

PLANT FACILITIES

young men of this campus. Somewhat extensive remodeling of recent date has added considerably to the housing capacity and to the attractiveness of the building.

JOHN H. TALGE RESIDENCE HALL—The primary men's residence hall, named for John H. Talge, provides accommodations for 160 men. The panelling of the entrance and lounge has added much to the attractiveness of the building.

NEW WOMEN'S RESIDENCE HALL—This modern fireproof structure completed for occupancy in August, 1961, provides living accommodations for approximately 275 ladies. New room furnishings, built-in closets and chests of drawers, with lavatory facilities in each room, provides a home-like atmosphere.

The spacious and beautiful chapel with adjoining prayer rooms, the parlors, the kitchenette and infirmary facilities are but a few of the attractive features which provide for enjoyment and comfortable living.

COLLEGE DALE TABERNACLE-AUDITORIUM—The auditorium serves as a place of worship for the Collegedale S. D. A. church. The building is owned by the Georgia-Cumberland Conference and has a seating capacity of 1,200. A Hammond electric organ and a full concert Baldwin grand piano are part of the equipment. This building also serves as a center for the physical education activities.

ARTHUR W. SPALDING SCHOOL—This modern one-story elementary school is one of the most recent buildings to be erected. The six classrooms, an auditorium, and recreation room serve as a vital part of the teacher-training program.

HOME ARTS CENTER—This recently completed building houses the Cafeteria and Student Center on one floor and the Home Economics Department on another floor. This building is not only modern but beautifully appointed throughout.

ACADEMY BUILDING—This building contains all the facilities for operating the class program of the secondary school. The few resident students of the academy are housed separately on the campus.

INDUSTRIAL BUILDINGS—The industrial buildings include the College Press, Laundry, Cabinet Shop, Broom Shop, Bakery, Bindery, Garage, and College Enterprises.

STUDENT APARTMENTS—The college maintains a number of housing units for married students as well as a trailer camp. Additional facilities may be available in the community.

GOVERNMENT

STANDARDS OF CONDUCT

In the light of the objectives of the college to develop men and women of high standards of scholarship, character, integrity, and Christian maturity, those who are accepted thereby pledge themselves to the maintenance of these standards. No religious test as such is applied, but all students are expected to attend the regular religious exercises and to abide by the regulations given in the student handbook or announced by the faculty. These regulations are in harmony with what experience has demonstrated to be sound standards of Christian conduct.

A student who finds himself out of harmony with the standards and objectives of the College, who is unresponsive and not cooperative, or who violates his pledge may be asked to withdraw without specific charge.

Disciplinary action is usually not of a summary nature except for serious moral offenses. The student has every opportunity to respond to cautions, warning, censure, or other action such as probation and suspension; but patient dealing should not be interpreted as indulgence or toleration of attitudes or actions out of harmony with the regulations.

A full statement of the regulations is to be found in the student handbook, *SMC and YOU*, which is available to every student upon application.

THE SCHOOL TERMS

The College operates on the semester plan, the school year consisting of two semesters and a summer session. The separate announcement for the summer session is available in May and may be secured from the Admissions Office.

LEAVES OF ABSENCE

Students who reside in the college residence halls are required to arrange leaves of absence with the Dean of Men or the Dean of Women. If the absence involves missing of class work the signature of the Academic Dean is also required on the leave of absence blank.

GOVERNMENT

MARRIAGE

No student will be given permission to marry during the school term. Secret marriage is sufficient reason for dismissal.

USE OF MOTOR VEHICLES

The free and unrestricted use of automobiles has a definite tendency to interfere with the student's spiritual and scholastic life on the campus of Southern Missionary College. For this reason, students residing in school homes are encouraged to leave their automobiles at home.

Unless twenty-one years of age or older, freshmen are not permitted to use or park automobiles at the College or in the community. It is therefore imperative that freshmen leave their automobiles at home.

Students, other than freshmen, who reside in school homes and desire to bring automobiles may be granted permission upon application to the respective deans. Automobiles must be registered with the residence hall deans upon arrival. If satisfactory arrangements are made, a permit will be issued and a parking fee of \$10.00 a semester, or any part of a semester, will be charged.

Any student who desires to bring a motor vehicle should first correspond with the dean of the residence hall concerned. For further details see your student handbook.

STUDENT SERVICES

STUDENT LIFE AND SERVICES

STUDENT ORGANIZATION

The extracurricular program is designed to offer to every student opportunity for the development of initiative and leadership. The Student Association, as the overall official organization of the College student body, working in cooperation with the College administration and faculty, assists in the implementation of policies and assumes responsibility in giving direction to campus activities entrusted to it. The Dean of Student Affairs works as liaison officer to coordinate the work of the faculty and the Student Association.

GUIDANCE AND COUNSELING SERVICE

The counseling service is organized and directed by the Dean of Student Affairs who will arrange for the choice of a personal counselor for each student. Additional counsel is provided by administrative personnel and by the heads of departments who will advise students on academic questions related to their major field. The testing service works in close cooperation with the counseling service in providing guidance information to both students and counselors.

PLACEMENT

One of the personnel services is that of assisting graduates in securing appointments for service. The placement office distributes information concerning each prospective graduate to a wide list of prospective employers and acts as liaison office to bring graduates and employer together by supplying recommendations and other information necessary.

RESIDENCE

All unmarried students who do not live with parents, close relatives, or legal guardians are expected to live in the residence halls on the campus. Information about necessary room furnishing to be supplied by the student may be found in the student handbook.

STUDENT SERVICES

PUBLICATIONS

The Student Association publishes the bi-weekly *Southern Accent* and the yearbook *Southern Memories*. *The Campus Accent*, a publication of announcements for distribution in chapel, is also published by the Student Association. These student publications are under the sponsorship of the instructors in English and Journalism.

HEALTH SERVICE

The health service is directed by the resident school nurse in cooperation with the school physician. The Clinic is located on the campus. The general fee paid by each student upon entrance covers certain medical services without additional charge. For particulars read the announcements appearing in the financial section of the bulletin.

CAMPUS ORGANIZATIONS

More than thirty campus organizations give ample opportunity to develop student initiative and leadership. They may be classified under four divisions; namely, church-related organizations, social clubs, professional clubs, and special interest or hobby clubs.

The church-related organizations are the MV Society, Ministerial Seminar, Christ's Foreign Legion, American Temperance Society, the Colporteur Club, and the Usher's Club.

The professional clubs are organized by departments with student leadership under the sponsorship of the department or division head.

The social clubs are organized according to place of residence. These are the Married Couples' Forum; Upsilon Delta Phi, the men's club; and Sigma Theta Chi, the women's club.

STUDENT SERVICES

SCHOLARSHIPS, LOANS, AND GRANTS-IN-AID

Grants and contributions to Southern Missionary College for operating purposes, capital expansion, or to the Worthy Student Fund, are deductible from income subject to federal income taxes.

Grants-in-aid, scholarships, and loan funds may be available to students who have satisfactory citizenship and scholastic records and a proven financial need. Complete details are presented in the financial section of the bulletin.

EMPLOYMENT SERVICE

The College operates a variety of industries which provide considerable employment for students in financial need. These work opportunities provide a training in vocational skills as all work is done under trained supervisors.

LYCEUM COURSE

The College sponsors a lyceum series of an educational and entertaining nature. This consists primarily of travelogues, music, and lectures.

FINE ARTS SERIES

The Fine Arts Department sponsors four or more Sunday evening concerts by visiting musicians. Art exhibits by prominent artists in the area are opened to the public after the programs, presenting an opportunity to meet the artist. There is a small fee of \$2.00 for the season.

EXTRACURRICULAR ACTIVITIES

Students may hold extracurricular offices according to the standards as defined in the Student Association Constitution.

All lists of students chosen for office must be submitted to the Academic Dean for approval before the student may be asked to accept the responsibility.

ALUMNI ASSOCIATION

ALUMNI ASSOCIATION

Southern Missionary College is a living institution made up of its alumni, faculty, and students. The Alumni Association promotes the interests of the school, fosters a spirit of friendship among former students, and preserves worthy traditions of the college, and serves mankind through the exemplification and advocacy of the ideals of its Alma Mater.

The General Association convenes at the time of the annual Alumni Homecoming. Local chapters in various sections of the country meet several times yearly. The Association publishes the *Alumni News Bulletin*, its official publication. It is distributed free to Alumni and friends of the college.

The Association maintains an office on the college campus which keeps the records of its regular members, some 2,000 graduates of Southern Missionary College, or of the institutions which preceded it (the Graysville Academy, the Southern Training School, the Southern Junior College). Associate membership in the organization is also granted individuals who have attended this institution at least one semester.

ACADEMIC INFORMATION

ADMISSION

APPLICATION PROCEDURE

As a church-related institution, Southern Missionary College follows the policy of determining admission on the basis of character and citizenship as well as of scholarship. Formal application is made on a blank furnished by the Admissions Office. All correspondence concerning admissions should be addressed to the Secretary of Admissions. Each application should be accompanied by a processing fee of \$2 which is not refundable. Ordinarily about a month is necessary to process an application.

The College takes the responsibility of securing transcripts of the applicant's previous scholastic record. All transcripts become the property of the College.

ADMISSION TO FRESHMAN STANDING

A student whose principles and interests are in harmony with the purposes of the College may be admitted to freshman standing by certificate or transcript of at least 18 secondary units or diploma from a state or regionally accredited secondary school. In addition, the applicant is expected to submit a grade point average of 1.0 (C) in the minimum basic (solids) secondary subjects required for admission to the various college curricula as noted on page 36.

Applicants from unaccredited schools may be admitted on a provisional basis upon passing entrance examinations.

ADMISSION TO ADVANCED STANDING

A candidate for admission from another regionally accredited college may receive credit without examination subject to the following requirements:

- a. Receipt of official transcript or transcript of the complete previous scholastic record.
- b. A record of entrance tests taken previously and a statement of withdrawal with an honorable record.
- c. Evidence of satisfying the entrance requirements of this College.

ACADEMIC INFORMATION

PROVISIONAL ADMISSION—TRANSFER

Credit is recorded provisionally at the time of admission but will not become part of the student's permanent record until the student has satisfactorily completed not less than twelve semester hours in this institution. Not more than 72 semester hours or 108 quarter hours may be accepted from a junior college.

ADMISSION BY EXAMINATION

Applicants over twenty-one years of age who have had at least eight solid secondary units may be admitted on the basis of passing the General Educational Development tests with a minimum score of 45 on each test and an average standard score of 50 on the total of five tests.

ADMISSION OF VETERANS

Veterans are admitted on the same basis as applicants over twenty-one years of age referred to in the preceding paragraph. Educational credit earned while in service will be evaluated on the basis of the recommendations found in the Guide of the American Council on Education.

CLASSIFICATION OF STUDENTS

The classification for which a student qualifies at his first registration ordinarily continues through both semesters. Applications for reclassification at the beginning of the second semester may be made to the Academic Dean except that officers of classes may not be reclassified and a student may not be classified as a senior until he is a candidate for graduation in spring or summer of the current year. All students are classified under one of the following categories:

FRESHMEN— Graduation from secondary school.

SOPHOMORES—Those who have completed at least 24 semester hours. A sophomore may not take upper biennium courses unless he has completed 50 lower biennium hours, except certain sequence courses approved by the Academic Dean.

He may however register for one or more upper biennium courses, for upper biennium credit, provided (1) he has earned, with an average of "C" or above, fifty hours including basic freshman and sophomore courses already taken, and (2) his current registration completes the fulfillment of lower biennium basic and major requirements.

ACADEMIC INFORMATION

JUNIORS—Those who have at least 56 semester hours with a cumulative average of C, and who have completed all secondary requirements for admission. Deficiencies will not be carried over to the junior year.

SENIORS—Those who have completed 96 semester hours and are candidates for spring graduation and prospective summer graduates who will have completed a minimum of 118 hours at the close of the second semester.

Adult Special Student—A mature person who does not meet regular admission requirements may be permitted to take lower biennium work to a maximum of twelve semester hours. To continue further he must regularize his admission.

Unclassified Student—A student who is qualified to enter on a regular basis but who does not plan to complete a curriculum is registered as an unclassified student.

ACADEMIC POLICIES

REGISTRATION

Students are expected to register for classes and participate in the orientation program on the dates designated in the Calendar of Events at the front of this bulletin. Placement and aptitude tests will be given for all new and transfer students as a guide to registration and counseling.

A late registration fee of \$5 is charged after registration week. Students may not register more than two weeks late except by permission of the Academic Dean. The course load of a late registrant will be reduced by one to two semester hours for each week of lateness.

CHANGES IN PROGRAM

To avoid changes in registration the student should give much thought at the time of registration to the desired class program. If expedient, changes in registration may be made during the first two weeks of a semester upon the consent of the curriculum adviser, instructor, and the Academic Dean. A fee of \$2 will be charged for any change in registration following the first week of school.

The student's class load as of the close of the second week of school becomes the basis of the tuition charge regardless of subsequent reductions in the class program. Late additions, if permitted, will be reflected in an increase in the tuition charged.

ACADEMIC INFORMATION

Students may not change from one section of a class to another except by permission of the Academic Dean.

A student may withdraw from a course up to the fourth week of a semester with a grade of W. From the fourth week to the twelfth week the grade recorded will be W or WF. For withdrawal after the twelfth week a grade of F will be recorded unless the withdrawal is because of unavoidable circumstances approved by the Academic Dean, in which case a grade of W will be given.

CLASS LOAD

A full-time student is one who is registered for twelve or more semester hours. Except by permission of the President's Council a student living in the residence halls must carry a minimum of eight semester hours. If a student is working to defray expenses, his course load will be adjusted according to his scholastic ability. Students of superior scholarship may register for a maximum of 18 hours by permission of the Academic Dean, a 1.5 grade point average being the minimum qualification to make such a request. Correspondence work is computed as part of the current load.

No appointment, work assignments, field trips or other activities that would interfere with the student's regular schedule of school work may be asked of the students without specific advance arrangement with the Academic Dean.

SCHOLARSHIP STANDARD

Students who fail to maintain a C average are considered on a provisional or probationary status. An average of C is the basis of admission and a requirement for graduation from all curricula. A student who may be admitted with less than a C average must raise his average .2 each semester; otherwise, his program will be reviewed for the purpose of reducing his class load or labor load or both. Students may not continue indefinitely doing less than C average work. Furthermore, a student on this status is restricted in the number of extracurricular responsibilities which he may carry. The maintenance of a high scholastic record is considered as a most important consideration for the student's own welfare.

CORRESPONDENCE WORK

A student will be permitted to carry correspondence work while in residence only if the required course is unobtainable at the college. All correspondence work whether taken while in residence or during the summer must be approved in advance by the Academic Dean.

ACADEMIC INFORMATION

The maximum amount of correspondence which may apply toward a degree is twelve semester hours and eight hours for two-year curricula.

Correspondence credit on the upper biennium level may not apply toward the student's major or minor. A student may not repeat by correspondence a course in which he has received a grade of F in this institution.

Correspondence work must carry a grade of C or above to be recorded. C grade correspondence work may not apply toward a major unless by a validation examination. However, A or B grade correspondence may apply toward a major without a validating examination.

A student may not begin correspondence work during the second semester of his senior year. Transcripts of final grades must be in the Office of Records at least four weeks before graduation.

No correspondence credit will be entered on the student's record until he has earned a minimum 12 hours in residence with an average of at least C.

COLLEGE CREDIT BY EXAMINATION

Recognizing the needs of the exceptionally gifted student, college credit by examination is permitted in curricula pursued in which courses are required in sequence. The following rules of order apply:

- a. Application in writing to the Academic Dean with the approval of the major professor and department chairman at least four weeks in advance of the proposed examination date.
- b. Payment to the accounting office of a special examination fee of \$25.00.
- c. Sitting for the comprehensive examinations, written, oral, manipulative or otherwise as determined by the instructor in collaboration with the department chairman.
- d. A grade of "B" must be achieved by the student to have course credits recorded as college credit.

AUDITED COURSES

A student may audit only non-laboratory courses. Audited courses do not carry credit, the tuition being half the regular charge. In computing a student's course load, an audited course counts as half. A student may not repeat an audited course for credit.

ACADEMIC INFORMATION

ATTENDANCE AT CLASS APPOINTMENTS

Attendance is required beginning with the first day of each session. Regular attendance at all appointments (lecture, laboratory, etc.) is expected. Absences, occasioned by illness, authorized school trips, or emergency, and when so recognized by the Academic Dean may be excusable and the student will be permitted to make up the work lost. Excuse requests must be presented to the Academic Dean within 48 hours after the student resumes attendance, and the work must be made up within two weeks after the absence.

If the total number of absences in any semester exceeds the number of class appointments in a two weeks' period, the teacher will consult with the Academic Dean as to whether the student will be allowed to continue the class or get a grade of FA. Cases of such students may be reviewed by the Academic Policies Committee upon petition of the student.

The school nurse or the deans of the school homes will turn in lists of ill students to the Academic Dean's office each day before noon.

All students whether in the dormitory or community must report to the school health officer in order to have an absence recognized as excusable for the purpose of making up work.

Absences immediately preceding or following a vacation period, announced picnic, field day, or from the first appointment of the second semester, by a student in attendance the first semester, carry penalties. The penalty for missing each class period shall be equivalent to the penalty for missing two regular class periods.

Students who are late for class must report such fact to the instructor before leaving the classroom; otherwise the tardiness will count as an absence. At the discretion of the teacher, three reported tardinesses may be counted as one absence; also students who leave class without permission are counted absent.

CHAPEL ATTENDANCE

In principle the chapel absence policy is the same as for class absence in that no absences are allowed except for illness, authorized school trips, or emergency. If the number of unexcused absences in any one semester exceeds the number of chapel periods in one week, the student will receive a note of advice and counsel. Subsequent unexcused chapel absences will disqualify the student as a citizen on this campus.

A student leaving chapel after the record has been taken will be counted absent. If a student is tardy three times, it will be counted as one absence.

ACADEMIC INFORMATION

GRADES AND REPORTS

Mid-semester and semester reports of the scholastic standing of each student are issued to the student and his parent or guardian. Semester grades are kept on permanent record by the College.

The following system of grading is used:

	Grade Points per Semester Hour
A—Superior	3
B—Above average	2
C—Average	1
D—Below Average	0
F—Failure	Minus 1

If a student is found cheating, his entire grade to that point becomes F.
E—Warning for "below passing" scholarship. This grade may be given only at the nine weeks period.

I—Incomplete because of illness or other unavoidable delay. An incomplete grade must be removed by the end of the first six weeks of the following semester.

A student who believes he is eligible for an incomplete must secure from the Records Office the proper form on which he may file application with the Academic Dean to receive an incomplete.

Wf—Withdrew failing	Minus 1
Au—Audit	
S—Satisfactory (for music organizations only)	
U—Unsatisfactory (for music organizations only)	
FA—Failed because of poor attendance record	
NC—Non-credit	

A grade correctly reported to the Office of Records can be changed only upon repetition of the course. No grade above a D may be raised by repeating the course involved. When a course is repeated to raise a grade, it must be done before a more advanced course in the same field is completed. Credit may not be earned in the course after a more advanced course in the same field has been taken. No grades will be recorded for a course for which the individual concerned has not registered. After a semester grade has been recorded no change in credit for the course may be made.

THE DEAN'S LIST

The Dean's List consists of those who carry a minimum of twelve semester hours and maintain a grade point average of 2.5 or above with 3.0 as the possible maximum.

ACADEMIC INFORMATION

SPECIAL EXAMINATION

Special examinations are given when justified by circumstances such as illness or necessary absence from the College. Permits are issued by the Academic Dean at a fee of \$2 and presented by the student to the teacher concerned. Such examinations must be taken within two weeks after student's return to class.

EXEMPTION BY EXAMINATION

A student may be exempt from a required course by passing a comprehensive examination with a grade of at least C. The purpose of this provision is to allow a student to take advanced work when he has already covered the material of a prerequisite course. No hours of credit are allowed on such an examination. Authorization for such examinations is by action of the Academic Policies Committee. The fee is \$2.

NON-CREDIT COURSES

Courses may be taken on a non-credit basis in the following areas, the tuition charge being the same as for credit.

Music Organizations

Applied Music

Typing

Physical Education Activity Courses





CHATTAHOOGA HAMILTON COUNTY HEALTH CENTER



1960

GRADUATION STANDARDS

DEGREES AND CERTIFICATES

The college confers three degrees: Bachelor of Arts, Bachelor of Music, and Bachelor of Science. All require the completion of 128 hours with an average of C.

The **Bachelor of Arts degree** is conferred upon students who have fulfilled the basic requirements together with a major field of concentration and a minor of 18 hours. A major or a minor may be chosen from any of the following fields, the major usually consisting of 30 hours and the minor of 18.

Biology	Mathematics
Business Administration	Music
Chemistry	Physics
Communications	Religion
English and Literature	Spanish
History	Theology

The **Bachelor of Science degree** is conferred in nine fields listed below. The number of semester hours required for the field of concentration varies according to the particular field as noted below. The minor consists of 18 hours in each field; however, no minor is required for Nursing.

Accounting	45	Home Economics	30
Chemistry	40	Medical Secretarial	38
Elementary Teacher		Nursing	64
Education	32	Physics	40
Foods & Nutrition	30	Secretarial Science	30

The **Bachelor of Music in Music Education** and the **Bachelor of Music in Performance** consist of 128 hours, 59-60 of which are in various areas of music, but there is no minor.

A certificate is issued for the completion of the Four-year Curriculum for Bible Instructor as listed in the Department of Religion and Theology.

The fields in which **minors** may be earned are given below. For complete information, see the instructional department concerned.

Art	German
Biblical Languages	History
Biology	Home Economics
Business and Economics	Journalism
Chemistry	Mathematics
Communications	Medical Secretarial Science
English and Literature	Music
Foods and Nutrition	

GRADUATION STANDARDS

Physics
Physical Education
Psychology
Religion

Secretarial Science
Spanish
Speech

TWO-YEAR AND ONE-YEAR TERMINAL CURRICULA

In addition to the above four-year curricula leading to a degree, the following two-year curricula are offered leading to a diploma:

Bible Instructor	Medical Secretary
Home Economics	Secretarial Science
Industrial Arts	Clerical Training (one-year)

See instructional departmental listings for two-year terminal curricula requirements.

PRE-PROFESSIONAL CURRICULA

Pre-Medical	Pre-X-ray Technician
Pre-Dental	Pre-Optometry
Pre-Dental Hygiene	Pre-Pharmacy
Pre-Laboratory Technician	Pre-Engineering
Pre-Physical Therapy	Pre-Law

Detailed requirements may be seen following the instructional departments.

GENERAL GRADUATION REQUIREMENTS

1. A minimum of 128 semester hours.
2. A major and a minor or two majors.
3. A minimum of 40 semester hours of upper biennium credit.
4. An average of "C" on the total hours and an average of "C" on all work taken at this college. No course in which a student has received a grade of "D" may apply on a major or minor.
5. Completion of the basic or core requirements for a baccalaureate degree.

A student may graduate under the bulletin of the year in which he entered or the one in which he completes his work. If he discontinues for a period of 12 full months or more he must qualify according to the bulletin current upon his return.

A student who qualifies for a degree in one field of concentration may qualify for a second degree by meeting the additional requirements.

GRADUATE RECORD EXAMINATIONS

All candidates for a baccalaureate degree are required to take the graduate record examinations during the last semester of the senior

GRADUATION STANDARDS

year. These examinations are important to the student's record of work as many graduate fields are open only to those who can present a satisfactory record on these examinations.

CANDIDACY FOR GRADUATION

To be graduated, a student must have completed all requirements for graduation. A student may become a candidate for graduation when he enters upon the semester during which it will be possible for him to complete all the requirements for his graduation. Candidates for graduation at the close of the ensuing summer session will participate in the summer graduation exercise.

Formal application for graduation should be made at the Office of Records during the first semester of the senior year. All resident candidates for graduation must be members of the senior class. Seniors who did not participate in the junior class of the previous year are assessed an amount equal to the junior class dues.

The responsibility for meeting graduation requirements rests primarily with the student. He should acquaint himself with the published requirements and plan his course so as to fulfill them, for he is eligible for graduation only when the records in the Office of Records show he has met all the requirements listed in the College catalog.

GRADUATION WITH HONORS

A candidate for graduation with a grade point average of 2.5 or above, and whose record shows no grade lower than a "C," may be considered for graduation with honors. The Academic Policies Committee recommends the candidate to the faculty for approval of this honor. Transfer students must have earned 36 hours in residence to qualify for graduation with honors.

GRADUATION IN ABSENTIA

Each candidate for graduation must be present to receive his diploma unless granted written permission by the President of the College to be graduated *in absentia*. Written application should be made early in the second semester of the senior year and permission will be granted only in cases of evident necessity. A ten-dollar fee is assessed on all those graduating *in absentia*.

RESIDENCE REQUIREMENTS

Not less than 24 hours of the 128 hours must be earned in residence in this college, twenty of which must be in the senior year. At least six hours in the major field and a minimum of three hours of upper biennium credit in the minor must be earned in this College.

CURRICULUM REQUIREMENTS

THE BACCALAUREATE DEGREES

ENTRANCE REQUIREMENTS

The following are the minimum secondary requirements:

English	3 units
*Language	2 units
Mathematics (Must include Algebra 1 unit)	2 units
Natural Science	2 units
for Bachelor of Arts curricula, otherwise, one unit	
Social Science	2 units
for Bachelor of Arts curricula, otherwise, one unit	
Religion	1 unit
for each year of attendance in an academy up to 3 units	

CORE CURRICULUM REQUIREMENTS FOR BACCALAUREATE DEGREES

For exceptions to the core curriculum requirements pertaining to the bachelor of science degree, the student should consult the departmental write-up of the specific curriculum concerned and the degree sought.

ENGLISH 10 hours

1. Six hours must be in Freshman English, which is to be taken in the freshman year. The remaining four hours must be in literature and should be taken in the sophomore year.
2. Beginning with the four-year graduates of 1964, students will be required to pass an English usage and spelling test to be administered at periodic intervals. The test may first be taken at the close of the student's sophomore year or the beginning of the junior year. If not successful the first time, the student may take another test after sufficient time and effort has been devoted to study and review.

FINE ARTS 4 hours

Required: Art 60 or Music 61.

FOREIGN LANGUAGES 6-14 hours

1. Six hours of the foreign language in which two units have been earned in secondary school. To be taken in the freshman or the sophomore year.
2. Fourteen hours in one language, if different from the language in which two units have been earned in secondary school, should be taken if possible in the freshman and sophomore years.
3. Fourteen hours in one language, if no foreign language or less than two units in one foreign language was taken in secondary school, should be taken if possible in the freshman and sophomore years.
4. This requirement may be fulfilled by credit in Greek, Latin, or a modern foreign language.
5. Any student whose mother tongue is not English may request a waiver of the foreign language requirement if proficiency can be demonstrated by oral and written examination.

*Although language study is encouraged, admission will be granted to students who have not taken language subjects on the secondary level. To compensate for this deficiency, additional language study on the college level will be required as stated under the core curriculum requirements for baccalaureate degrees.

CURRICULUM REQUIREMENTS

PHYSICAL EDUCATION 1 hour

Required: P. E. 7, 8, or equivalent. Should be taken in the freshman or sophomore year.

NATURAL SCIENCES—MATHEMATICS 12 hours

May be selected from the fields of Biology, Chemistry, Mathematics, and Physics. Six hours sequence must be selected from a science field with laboratory to be completed in the freshman and sophomore years. (Bus. Math., Pre-Freshman Math., Fundamental Concepts or Functional Math., not accepted.) Nutrition 2 and 2a may also apply as 3 hours science credit if registered for as Chemistry 6 and 6a.

RELIGION 12-16 hours

A student presenting three or more units of credit in Bible from the secondary school needs twelve hours; one presenting two units, fourteen hours; and one presenting one unit or less, sixteen hours. Approximately half of this requirement should be taken in the freshman and sophomore years. Transfer students from other colleges will take four hours for each year of attendance with a minimum of six hours for graduation. Only courses classified as Bible and Religion may be taken to satisfy this requirement. Bible Survey required of those who had no religion subjects in secondary school.

SOCIAL SCIENCES 12 hours

Six hours must be in a history sequence taken in the freshman or sophomore year. The remaining six hours may be in economics (Principles of Economics), sociology, social science, or geography. Those who have not taken World History on the secondary level must include Survey of Civilization, six hours.

APPLIED ARTS 4 hours

Must be chosen from courses requiring laboratory experience in Industrial Arts, Graphic Arts, Home Economics, or Library Science. A waiver of the Applied Arts requirement may be granted only on the basis of vocational credit earned on a classroom or laboratory basis in an approved institution or by examination over the applied arts area in which the student claims proficiency.

Two of the following subjects are required of degree candidates: Fundamentals of Education 21, Prophetic Gift 5; Principles of Health and Hygiene 53.

NOTE: While it is preferable to take as many of the Core Curriculum requirements as possible on the freshman and sophomore level, a student will *not* be required to complete all of them before registering for upper biennium work. However, the following basic requirements *must be met* before the student registers for any upper biennium course.

Foreign Language	6	Religion	4-6
Natural Sciences and Mathematics ..	6	History	6
English	6		

MAJORS AND MINORS

MAJOR REQUIREMENTS. The student should choose a major field of specialization preferably by the beginning of the second semester

CURRICULUM REQUIREMENTS

of the sophomore year. Specific requirements for majors are given immediately preceding the description of courses in the several departments of instruction.

Each major consists of a minimum of thirty semester hours of which fourteen must be upper biennium credit and six of these must be earned in this College.

MINOR REQUIREMENTS. A student should choose his minor field not later than the beginning of the second semester of the sophomore year. A minor may not be earned in the field chosen for the major. All minors consist of eighteen semester hours except Religion which consists of the core curriculum requirements plus six hours, and English which is twenty-one.

Six hours of a minor shall be earned in the upper biennium. A minimum of three hours of upper biennium credit on the minor must be earned in this College.

DIVISIONS OF INSTRUCTION

For administrative and instructional purposes the several departments and areas of instruction have been organized by related fields into divisions as indicated below.

I. APPLIED ARTS AND SCIENCES

Chairman: WILBERT M. SCHNEIDER

1. Business Administration.
2. Home Economics.
3. Industrial Arts—Library Science.
4. Secretarial Science.

II. COMMUNICATION ARTS

Chairman: CLYDE G. BUSHNELL

1. Communications.
2. English and Literature.
3. Modern Languages and Literature.

III. EDUCATION-PSYCHOLOGY-HEALTH AND PHYSICAL EDUCATION

Chairman: KENNETH M. KENNEDY

1. Education and Psychology.
2. Health and Physical Education.

IV. FINE ARTS

Chairman: MORRIS TAYLOR

1. Art.
2. Music.

V. NATURAL SCIENCES-MATHEMATICS

Chairman: JOHN CHRISTENSEN

1. Biology.
2. Chemistry.
3. Mathematics.
4. Physics.

VI. NURSING

Chairman: HARRIET SMITH

VII. RELIGION, THEOLOGY AND RELATED STUDIES

Chairman: OTTO CHRISTENSEN

1. Religion and Theology.
2. Biblical Languages.

VIII. SOCIAL SCIENCES

Chairman: EVERETT T. WATROUS

1. History.
2. Political Science.
3. Sociology.

For convenience of reference the instruction courses are listed alphabetically by departments and related areas throughout the following pages.

DEPARTMENTS AND AREAS OF INSTRUCTION AND COURSE DESCRIPTIONS

COURSE NUMBERS

Courses numbered 1 to 49 are lower biennium courses taken mainly by freshmen, and 50 to 99 mainly by sophmores; those numbered 100 to 149 are upper biennium courses open primarily to juniors, and 150 to 199 open primarily to seniors.

Course numbers that stand alone (e.g., 56) represent courses of one semester which are units in and of themselves.

Course numbers separated by a hyphen (e.g., 1-2) represent year courses, the semesters to be taken in order given. Credit for the first semester only will not apply toward graduation from any curriculum.

Course numbers separated by a comma (e.g., 41, 42) represent units in and of themselves either one of which may be counted for graduation without reference to sequence.

Course numbers separated by a colon (e.g., 11:12) are year courses in which credit for the first course is a prerequisite to the second; however, credit may be given for the first semester when taken alone.

Course numbers followed by a letter (e.g., 165r., 166r) may be repeated for credit, because of difference in subject matter.

ALTERNATING COURSES

Throughout the following section, courses which are not offered during the school year 1962-63, will be starred to the left of the course number (e. g. *57, 58). This arrangement of offering courses in alternate years (generally on the upper biennium level), makes possible the enrichment of curricula without a proportional increase of instructural expense.

DEPARTMENT OF ART

OLIVIA DEAN

MORRIS TAYLOR

NELLIE JO WILLIAMS

The aim of this department is to provide for the student a means of creative self-expression through forms of beauty and to prepare him for living a richer life individually, socially, and professionally.

MINOR: A minor in Art consists of 18 hours, including 1:2, 60; 143:144; Applied Art, 8 hours, including 2 hours of advanced painting.

ART

ART

1:2. FUNDAMENTALS OF DRAWING AND DESIGN Two semesters, 4 hours

An introductory course in drawing, composition, design, color organization and basic lettering. Emphasis on the basic art elements and their functions in composition.

51, 52. BEGINNING PAINTING

Two semesters, 2 or 4 hours

Recommended prerequisite: Art 1, 2.

Introduction to water color, oil paint, and pastel painting, landscapes, still life, and flowers; originality will be stressed.

7r, 8r. SCULPTURE

Two semesters, 4 hours

The various expressions in three dimensional forms are studied. Portrait sculpture, building up in soft materials as well as direct plaster techniques.

27, 28. ART EDUCATION AND CRAFTS

Two semesters, 2 hours

A study of the fundamental arts and crafts principles adapted to the needs of children. Laboratory work in the use of various art and craft media for elementary school teachers.

165r., 166r. ADVANCED PAINTING

Two semesters, 4 hours

Prerequisite: Art 51, 52.

Here a student may desire to study further the use of the various media, also explore the relationships of abstract representation to realism. Instruction in clothed figure painting; landscapes and animal life.

ART HISTORY

60. SURVEY OF ART

Second semester, 2 hours

An introductory course to art experience. A survey of art media with illustrated lectures, discussion, and analysis of important masterworks.

143:144. HISTORY OF ART

Two semesters, 4 hours

Recommended prerequisite: Art 60.

A study of the arts of western civilization from antiquity to the present with an emphasis on the pivotal figures in art history. Representative examples of painting, sculpture, and architecture will be studied as well as some examples from the graphic and decorative arts.

DEPARTMENT OF BIOLOGY

H. H. KUHLMAN

E. O. GRUNDSET

The courses in this department are intended to give students a practical and cultural knowledge of this field of science, and to meet the needs of those planning to enter professional training in advanced biology, medicine, dentistry, nursing, and related fields. It is recommended that students majoring in biology minor in chemistry. This is important if graduate study is pursued.

MAJOR: A major in biology leading to a Bachelor of Arts degree, consists of thirty semester hours, including Biology 1, 22, 45, 46, 111 and 128. Chemistry 171 may count toward a major in Biology.

MINOR: a minor in biology requires eighteen hours.

BIOLOGY

COURSE REQUIREMENTS

MAJOR (Biology)	30 hours
Including 1; 22; 45, 46; 111, 128.	
MINOR: Chemistry recommended	18 hours
English 1-2, Literature 51, 52 or 61, 62	10 hours
Applied Arts	4 hours
Fine Arts, 60 or 61 required	4 hours
Foreign Language (German recommended)	6-14 hours
P.E. 7, 8	1 hour
Religion	12-16 hours
Social Science	12 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

Pre-medical students majoring in Biology will add Physics 51-52; Mathematics 5:6 or 11:12; Chemistry 1-2; 63; 102; 113-114; General Embryology 145.

The courses in Biology are intended to give the student fundamental and accurate information as a basis for the development of a sound scientific philosophy and as preparation for professional training.

1. GENERAL BIOLOGY

First semester, 3 hours

A study of biological principles and of the classification of the plant kingdom. Two hours lecture, three hours laboratory, each week.

2. GENERAL BIOLOGY

Second semester, 3 hours

Consideration of biological principles as related to animal life. Study of typical members of each phylum in the animal kingdom. This course (Biology 2) will not apply toward a biology major. Two hours lecture, three hours laboratory, each week.

9. NATURE STUDY AND CONSERVATION

First semester, 3 hours

This course is planned for elementary teachers who wish to use nature materials furnished by their environment in their teaching. It includes conservation of natural resources, the study of birds, insects, flowers, trees, and related areas. Two hours lecture, three hours laboratory each week. This course is a methods course and is restricted to teacher training students.

11, 12. ANATOMY AND PHYSIOLOGY

Two semesters, 6 hours

A study of the fundamentals of human anatomy and physiology. Two hours lecture, three hours laboratory, each week.

BIOLOGY

22. MICROBIOLOGY

Either semester, 4 hours

A study of micro-organisms; their relation to the production of disease in man and their modes of transmissions; methods used in specific prevention or treatment of disease. Three hours lecture, three hours laboratory, each week.

45, 46. GENERAL ZOOLOGY

Two semesters, 8 hours

A study of the general biological principles of all animal life including their general structure, physiology, habitat, classification, and life history. Three hours lecture, three hours laboratory, each week.

*105. MAMMALOGY

First semester, 3 hours

Prerequisite: Biology 2 or 45 or equivalent.

Classification, distribution, life history and population of mammals. Two hours lecture and three hours laboratory or field trip each week.

107. PARASITOLOGY

First semester, 3 hours

Prerequisite: Biology 2, or 46, or equivalent.

A general survey of the more important parasites of man and domestic animals. Two hours lecture, three hours laboratory, each week.

108. ORNITHOLOGY

Second semester or Summer session, 3 hours

Prerequisite: Biology 1, 2 or 45, 46.

An introduction to the external structure, classification, behavior, nesting, migration, and phylogeny of birds. Laboratory periods are spent studying birds in the field. Two hours lecture, three hours laboratory work each week.

110. ENTOMOLOGY

Second semester or Summer session, 3 hours

Prerequisite: Biology 1, 2 or 45, 46.

An introduction to the study of insects with emphasis on development and behavior. Classification of important orders and families and the use of insect keys will be stressed in laboratory work. Two hours lecture and three hours laboratory work each week.

111. GENETICS

First semester, 3 hours

Prerequisite: Biology 1 and 2 or equivalent.

A study of heredity as related to man and some domestic plants and animals. Two hours lecture, three hours laboratory, each week.

120. ECOLOGY

Second semester, 3 hours

Prerequisite: Biology 1 and 2 or equivalent.

A study of plants or animals in relation to their natural environment. Two hours lecture and three hours field work each week.

*127. CRYPTOGAMIC BOTANY

First semester, 3 hours

Prerequisite: Biology 1 or equivalent.

A study of the non-flowering plants of the Collegedale area. Two hour lecture and three hours field work each week.

128. SYSTEMATIC BOTANY

Second semester, 3 hours

Prerequisite: Biology 1 or equivalent.

The identification of seed plants of the Collegedale area with a view of the acquisition of familiarity with the distinguishing features of the great plant groups. Two hours lecture, three hours laboratory, each week.

BUSINESS ADMINISTRATION

145. GENERAL EMBRYOLOGY

First semester, 3 hours

Prerequisite: Biology 45, and 46, or equivalent.

An introduction to the development of the vertebrate animal with emphasis on the development of the chick. Two hours lecture, three hours laboratory, each week.

*146. COMPARATIVE ANATOMY

Second semester, 3 hours

Prerequisite: Biology 45 and 46.

A comparison of the anatomy of the various organ systems of vertebrates. The dogfish shark, mud puppy, cat, and/or fetal pig are used for laboratory study. Two hours lecture and three hours laboratory each week. (Credit will not be given for both this course and the former Zoology 104.)

*177. MICROTECHNIQUE

First semester, 3 hours

Prerequisite: Biology 1, 2 or equivalent.

Preparation, mounting, and staining of various plant and animal tissues on slides for microscopic study. One hour lecture, six hours laboratory, each week.

*178. ANIMAL HISTOLOGY

Second semester, 3 hours

Prerequisite: Biology 45, and 46, or equivalent.

A descriptive study of normal tissues, including those of man. The microscopic identification and characteristics of stained sections is emphasized in the laboratory. One hour lecture, six hours laboratory, each week.

191, 192. PROBLEMS IN BIOLOGY

Either semester, up to 4 hours

This course is for biology majors and minors only; individual research work in some field of biology. Content and method of study to be arranged. Approval must be secured from the department head prior to registration.

DEPARTMENT OF BUSINESS ADMINISTRATION

WAYNE VANDEVERE

GEORGE GOTT

WILBERT SCHNEIDER

"Not one business man now connected with the cause needs to be a novice. Men of promise in business lines should develop and perfect their talents by most thorough study and training. They should be encouraged to place themselves where, as students, they can rapidly gain a knowledge of right business principles and methods."—*Testimonies to the Church*, Vol. 7, page 248.

BUSINESS ADMINISTRATION

Bachelor of Arts With a Major in Business Administration

COURSE REQUIREMENTS

MAJOR	32 hours
Including 31:32; 61:62; 71, 72 and fourteen hours of upper biennium credit in economics and business courses selected with the assistance of the adviser.	
MINOR	18 hours
English 1-2	6 hours
Literature 51, 52 or 61, 62	4 hours
Applied Arts	4 hours
Fine Arts 60 or 61	4 hours
Foreign Language	6-14 hours
P.E. 7, 8	1 hour
Natural Sciences—Mathematics	12 hours
Religion	12-16 hours
Social Science (Prin. of Econ. included)	12 hours
Typewriting 14 or equivalent	2 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

Bachelor of Science with a Major in Accounting

COURSE REQUIREMENTS

MAJOR	45 hours
Including 31:32; 61:62; 71, 72; 102; 112; 131; 155, 156; 160; 171, and five hours elective credits in accounting, general business or economics courses chosen with the assistance of the adviser. Students interested in preparing for the C.P.A. examinations may wish to elect 191, 192—C.P.A. Review Problems.	
MINOR	18 hours
English 1-2	6 hours
Literature 51, 52 or 61, 62	4 hours
Applied Arts	4 hours
Fine Arts 60 or 61	4 hours
P.E. 7, 8	1 hour
Natural Sciences—Mathematics	12 hours
Religion	12-16 hours

BUSINESS ADMINISTRATION

Social Science (Prin. of Econ. included)	12 hours
Secretarial 14 (or equivalent), 76	4 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

Students who wish to teach and be certified in General Business should follow the teacher-training program.

MINOR: A minor in Business and Economics requires eighteen hours, including Accounting 31:32 and Economics 71, 72.

ACCOUNTING

11. SECRETARIAL ACCOUNTING First semester, 3 hours

A study of the fundamental principles of accounting as applied to mercantile and personal service enterprises. Two types of personal service enterprises are taken up, namely, professional and business. This course is specifically designed to meet the needs of the secretarial and clerical students. Two hours lecture, three hours laboratory, each week.

31:32. PRINCIPLES OF ACCOUNTING Two semesters, 6 hours

A course in the fundamentals of accounting theory.

61:62. INTERMEDIATE ACCOUNTING Two semesters, 6 hours

Prerequisite: Accounting 31:32.

Accounting principles and theory. Preparation of statements. Intensive study and analysis of the classification and evaluation of balance sheet accounts. Two hours lecture, three hours laboratory each week.

67. PRINCIPLES OF DENOMINATIONAL ACCOUNTS AND RECORDS

First semester, 2 hours

A course designed to acquaint the student with the accounting and financial records of Seventh-day Adventist denominational institutions, including local churches, conferences, academies, book and Bible houses and sanitariums. Credit will not apply on a major in the Business area.

102. COST ACCOUNTING Second semester, 3 hours

Prerequisite: Accounting 61.

The general principles of job order and process cost accounting, including the control of burden. Standard costs and budgets are given attention.

***112. ADVANCED ACCOUNTING** Second semester, 3 hours

Prerequisite: Accounting 61:62.

Consideration of problems concerned with consolidated financial statements, partnerships, businesses in financial difficulty, estates and trusts.

131. GOVERNMENTAL ACCOUNTING First semester, 3 hours

Prerequisite: Accounting 61:62.

A course designed to show and explain the accounting principles and procedures applicable to both state and local governments, including counties, townships, cities and villages, school districts, and certain institutions such as hospitals, colleges and universities.

***160. AUDITING** Second semester, 3 hours

Prerequisite: Accounting 61:62.

Accepted standards and procedures applicable to auditing and related types of public accounting work.

BUSINESS ADMINISTRATION

171. FEDERAL INCOME TAXES

First semester, 4 hours

Prerequisite: Accounting 31:32.

This course of study is designed to provide a comprehensive explanation of the Federal Tax structure, and to provide training in the application of the tax principles to specific problems. The attention of the student is directed mainly to those taxes applicable to the Federal Government, which includes the Income Tax, Social Security, Estate and Gift Tax. Mention is made of state and local taxes applicable to the State of Tennessee.

182. ACCOUNTING SYSTEMS

Second semester, 2 hours

Prerequisites: Accounting 61, 102.

A study of the problems involved in the design and installation of accounting systems, including the systematizing and detailing of clerical departments of a business. Accounts, forms, reports, charts, and other materials needed will be prepared.

*191, 192. C.P.A. REVIEW PROBLEMS

Two semesters, 6 hours

Prerequisite: By permission of instructor.

Includes a study of accounting theory as exemplified by the accounting research bulletins of the American Institute of Certified Public Accountants.

ECONOMICS AND GENERAL BUSINESS COURSES

57. SALESMANSHIP

First semester, 2 hours

A study of the principles underlying the personal selling process in relation to modern sales practices.

71, 72. PRINCIPLES OF ECONOMICS

Two semesters, 6 hours

A survey course in the fundamentals of economics; the institutions, forces, and factors affecting production, evaluation, exchange, and distribution of wealth in modern society.

82. STATISTICS

Second semester, 3 hours

Prerequisite: Mathematics 5:6 or 11, or permission of instructor.

A general survey of the field of statistical procedures and techniques, with major emphasis upon the use and interpretation of statistical data and the mechanics of computation.

*129, 130. MARKETING

Two semesters, 4 hours

Prerequisite: Economics 71 required and 72 recommended.

The first semester includes fundamentals, and emphasis is on the retailing area of marketing. The second semester is largely concerned with personal selling in the marketing area.

138. ADVERTISING

Second semester, 2 hours

Salesmanship principles as applied to advertising. Analysis and preparation of various types of advertising. Study of advertising media. Principles of advertising campaign organization.

139. MONEY AND BANKING

First semester, 3 hours

Prerequisite: Economics 71, 72.

Mediums of exchange, money and credit, banks and their services, the Federal Reserve System, and other financial institutions are considered.

141. BUSINESS AND OFFICE MANAGEMENT

First semester, 3 hours

Major emphasis is placed on application of business management principles to the problems of the small business man and on the organizing of business and secretarial offices. Attention is given to the training of office employees, selection of equipment, and flow of work through the office.

CHEMISTRY

- *142. BUSINESS POLICY AND MANAGEMENT** Second semester, 3 hours
An analysis of business policies viewed from the standpoint of the functional characteristics of management processes and current ethics.
- *147. PERSONNEL ADMINISTRATION** First semester, 2 hours
An introduction to the organization, training, motivation, and direction of employees with a view to maintaining their productivity and morale at high levels. Among topics covered are: selection, training, compensation and financial incentives, work standards, techniques of supervision and leadership.
- 152. BUSINESS FINANCE** Second semester, 3 hours
Prerequisite: Accounting 61:62.
A study of the fundamental principles of financial organization. Emphasis on instruments of finance, policies of capitalization, problems pertaining to working capital, and corporate expansion and reorganization.
- 155, 156. BUSINESS LAW** Two semesters, 6 hours
The nature and social functions of law; social control through law; the law of commercial transactions and business organization.
- *175. BUSINESS ADMINISTRATION PROBLEMS** Either semester, 2 hours
A seminar course in management problems including budgets and financial reports.

DEPARTMENT OF CHEMISTRY

JOHN CHRISTENSEN

CLARENCE E. CHINN

It is intended in this department to give students a practical and a cultural knowledge of this field of science, and to provide for the needs of those planning to become chemists or to enter professional training in medicine, dentistry, nursing, and related fields.

Bachelor of Arts With a Major in Chemistry

A minor in Physics or Biology is recommended, and Mathematics through Calculus and Physics 51-52 are advised.

A major or minor in Chemistry must include Chemistry 102 and 114 except for Home Economics or Dietetics students minoring in chemistry.

This degree does not necessarily prepare for graduate work in chemistry unless Chemistry 151,152 are included.





CHEMISTRY

COURSE REQUIREMENTS

MAJOR (Chemistry) 30 hours

Including: 1-2; 63; 113-114; 102 (4 hours); 144; 190.

MINOR in Mathematics, Physics, or Biology

recommended 18 hours

English 1-2, Literature 51, 52 or 61, 62 10 hours

Applied Arts 4 hours

Fine Arts, including 60 or 61 4 hours

Foreign Language (German recommended) 6-14 hours

P.E. 7, 8 1 hour

Religion 12-16 hours

Social Science 12 hours

Mathematics 11:12 8 hours

Electives—sufficient to make a four-year total of

128 semester hours.

Pre-medical students will also take Biology 45, 46; 145; and

Physics 51-52. Calculus recommended.

Bachelor of Science With a Major in Chemistry

This degree is a preparation for graduate work in chemistry or for a professional career in chemistry.

COURSE REQUIREMENTS

MAJOR (Chemistry) 40 hours

Including: 1-2; 63; 102 (4 hours); 113-114;

121; 133; 144; 151, 152; 190.†

MINOR should be chosen from Math., Physics, Biology,

or Foods and Nutrition†† 18 hours

English 1-2 6 hours

Literature 51, 52, 61 or 62 2 hours

Applied Arts 4 hours

Fine Arts 60 or 61 2 hours

Foreign Language—German 6-14 hours

P.E. 7, 8 1 hour

Mathematics 11:12; 99, 100 16 hours

Physics 51-52 8 hours

Religion 12-16 hours

Social Science 9 hours

†Students planning to do graduate work in Biochemistry should elect 171:172 as part of the major and should also take Biology 22, 45 and 46.

††Students minoring in Foods and Nutrition should also elect 171:172 as part of the major.

CHEMISTRY

Electives—sufficient to make a four-year total of 128 semester hours.

1-2. GENERAL CHEMISTRY

Two semesters, 8 hours

Prerequisites: High school algebra and either high school physics or chemistry or the instructor's permission. (It is recommended that Math 11:12 or 5:6 be taken concurrently.)

An introduction to the elements and their principal compounds; the fundamental laws and accepted theories of chemistry. Three hours lecture, three hours laboratory, each week.

*5. INTRODUCTION TO CHEMISTRY

First semester, 3 hours

This course is designed specifically for students preparing for elementary school teaching. It consists of simple demonstrations of chemical principles, using materials available in the home or school and a discussion of the basic principles involved; emphasis is laid on application to home situations and on relationships to other sciences. Training is also given in the use of chemical illustrations to demonstrate character lessons. This course carries credit only toward a degree in elementary education. Two hours lecture, three hours laboratory.

6. NUTRITION

Second semester, 2 hours

See foods and nutrition, course No. 2. (Does not apply on a major or a minor.)

6a. FOODS AND NUTRITION LABORATORY

Second semester, 1 hour

See foods and nutrition course No. 2a. (Does not apply on a major or a minor.)

7-8. SURVEY OF CHEMISTRY

Two semesters, 6 hours

Prerequisites: High school algebra, and either high school physics or chemistry, or instructor's permission.

A survey course designed to familiarize the student with the basic principles of chemistry. Attention is given particularly to solutions, chemistry of nutrition, digestion, and metabolism. Of special interest to students who need a survey course in chemistry. It will also fulfill the natural science requirement. It is a terminal course and may not be used as a prerequisite for advanced chemistry courses. Two hours lecture, three hours laboratory, each week.

63. QUALITATIVE ANALYSIS

First semester, 2 hours

Prerequisites: Chemistry 1-2, Mathematics 11:12 or 5:6 or equivalent.

A study of the principles and methods for the separation and identification of inorganic ions; analysis of several unknowns. Two hours lecture (one hour of which is laboratory instruction requiring no homework), two hours laboratory, each week.

81. ORGANIC CHEMISTRY

First semester, 4 hours

A brief study of simple organic compounds, both aliphatic and aromatic and their reactions. Three hours lecture, three hours laboratory, each week.

102. QUANTITATIVE ANALYSIS

Second semester, 3 or 4 hours

Prerequisites: Chemistry 1-2, 63.

This course includes the study of typical volumetric and gravimetric methods, quantitative determinations of acidity, alkalinity, and percentage composition of a variety of unknowns with the related theory and problems. Two hours lecture, three or six hours laboratory, each week.

CHEMISTRY

113-114. ORGANIC CHEMISTRY

Two semesters, 8 hours

Prerequisite: Chemistry 1-2.

A study of the aliphatic and aromatic compounds of carbon and their reactions. The laboratory work includes typical syntheses of various compounds. Three hours lecture, three hours laboratory, each week.

121. ORGANIC QUALITATIVE ANALYSIS

First semester, 2 or 3 hours

Prerequisite: Chemistry 113-114.

Application of solubility principles, classification reactions and the preparation of derivatives to the identification of both pure compounds and mixtures. Two hours of lecture for nine weeks, and three or six hours of laboratory each week.

122. ADVANCED ORGANIC CHEMISTRY

Second semester, 3 hours

Prerequisite: Chemistry 113-114.

Laboratory principles and practice in the synthesis of various organic compounds and other selected topics. Two hours of lecture, and three hours of laboratory work each week.

133. INSTRUMENTAL ANALYSIS

First semester, 2 or 3 hours

Prerequisite: Chemistry 102.

A study of the theories, techniques and instruments involved in spectrophotometry, potentiometry, conductimetry, electrodeposition, radiochemistry and polarography. One hour lecture and three or six hours laboratory each week.

144. LABORATORY GLASS BLOWING

Second semester, 1 or 2 hours

Training is given in the manipulation of glass for the fabrication of laboratory apparatus. Three or six hours laboratory each week. This course does not count on basic science requirements nor on the 30 hours of the major.

151, 152. PHYSICAL CHEMISTRY

Two semesters, 8 hours

Prerequisites: Chemistry 102, Physics 51-52, Mathematics 11:12. Calculus required for 151, and advised for 152.

A study of the facts, laws, theories, and problems relating to gases, liquids, solids, solutions, equilibrium, thermo-chemistry, electro-chemistry, and atomic structure. Three hours lecture, three hours laboratory, each week.

171:172. BIOCHEMISTRY

Both semesters, 6 hours

Prerequisite: Chemistry 113-114 or 81.

The materials, mechanisms, and end-products of the processes of life under normal and pathological conditions are studied. Two hours lecture, three hours laboratory, each week.

190. INTRODUCTION TO RESEARCH

Either semester, up to 3 hours

Prerequisite: 20 hours of Chemistry.

Individual research under the direction of the members of the staff. Problems are assigned according to the experience and interest of the student.

DEPARTMENT OF COMMUNICATIONS

GORDON M. HYDE

DOUGLAS BENNETT

WILLIAM H. TAYLOR

The age of mass media of communications has brought to increasing prominence the academic field of Communications. To provide students with a broad general background upon which later specialization can be built, a strong selection of courses has been drawn together from a number of academic areas to constitute a Major in Communications. The offerings have been drawn largely from Journalism, Public Relations, and Speech. These in turn are undergirded with a widely-based Arts program in the freshman and sophomore years particularly. This is in conformity with the prevailing broad cultural emphasis which is being given in departments of Communications.

Graduates with a Baccalaureate Degree in Communications, as outlined below, will be adequately equipped for positions in the editorial and public relations offices of the denomination, or to proceed with a program of graduate work in Speech or Journalism with a view to teaching on one of the several educational levels.

Radio Station WSMC-FM—Communications students at Southern Missionary College have a unique challenge to educational experience by participation in the programming and directing of the educational radio station, WSMC-FM. The studios and electronic equipment are a part of the laboratory of the Communications Department. They are adequate for high-quality programming of considerable versatility.

Owned by Southern Missionary College, Inc., and operated by the Student Association, the station is under the supervision and sponsorship of the Communications Department. The station operates on a wavelength of 88.1 mc. and a present power of 10 watts. Its signal reaches the Chattanooga, Collegedale, and Cleveland communities.

Bachelor of Arts With a Major in Communications

COURSE REQUIREMENTS

MAJOR (Communications)	30 hours
Including: Speech 5:6; 76; 113; 117; Journalism	
53, 54; 143:144; Public Relations 166; English	
124.	
MINOR (English [21 hours], Social Science, Religion, Business recommended)	18 hours
English 1-2	6 hours
Literature 51, 52	4 hours

COMMUNICATIONS

Modern Foreign Language	6-14 hours
Fine Arts 60 or 61	4 hours
P.E. 7, 8	1 hour
Natural Science—Mathematics (Electronics 81 recommended)	12 hours
Religion	12-16 hours
Applied Theology 73	2 hours
Social Science 1, 2 and 53, 54	12 hours
Business Administration 137; 138	4 hours
Vocational	8 hours
Typing 13 (or 1 year of high school typing)	
Typography 17:18	
Electives—sufficient to make a four-year total of 128 semester hours.	

(Recommended: General Psychology, 51; World Geography, 142; History of the South, 148; International Relationships, 162; American Government 115.)

MINOR: A minor in Communications requires 18 semester hours of courses in Journalism and Speech, including News, 53; Copyreading, 54; and Fundamentals of Speech, 5:6. Six hours must be in the upper biennium courses.

JOURNALISM

The offerings in the field of Journalism are being augmented to make possible a minor in this vital segment of communications. Modern methods of institutional administration, of evangelism, and of business necessitate personnel in those areas who have a knowledge of news, its writing, and its dissemination to all communications media. This minor in Journalism is designed to provide a background for such personnel.

MINOR: A minor in Journalism requires 18 semester hours of the courses described below, of which the following are required: News, 53; Copyreading, 54; Typography, 17:18; Advertising, 138; and History and Principles of Journalism, 143: 144.

17:18. TYPOGRAPHY

Two semesters, 6 hours:

A study of the common processes of typesetting, hand and machine composition, presswork with special consideration for proper grouping and spacing of jobs, layout, and design. The second semester's work will lead into the fundamentals of proofreading and copy preparation, the study of rules and practices regarding book, magazine, and newspaper publishing and job work. On-the-job practice in handling proofroom problems. Open to men and women.

COMMUNICATIONS

53. NEWS

One semester, 2 hours

Relation of the press to society and world events. Practice in news writing and general reporting of church, school, and other activities for the public press. Personal interviews. Feature stories. Revision and correction of articles submitted.

54. COPYREADING

One semester, 2 hours

This course deals with the writing techniques and editing that are required of editors of newspapers, magazines, and denominational periodicals. Instruction will be given in preparing manuscripts and seeing them through the various phases of printing.

124. CREATIVE WRITING

Second semester, 3 hours

Designed to give the journalism student experience in writing features, short stories, essays, etc., for publications.

138. ADVERTISING

Second semester, 2 hours

Salesmanship principles as applied to advertising. Analysis of various types of advertising. Study of advertising media. Principles of advertising campaign organization.

143:144. HISTORY AND PRINCIPLES OF JOURNALISM

Two semesters, 6 hours

The course is a survey of the history of the great newspapers and journalists in the United States. Particular emphasis is given to ethics in journalism.

166. PUBLIC RELATIONS

Second semester, 3 hours

Designed to give professional competence in the theory and practice of public relations, the course is a study of the plans and methods of disseminating news from business establishments and from institutions through all the media of communications.

SPEECH

The course offerings in Speech are intended not only for students who may be specializing in Communications, but they are designed to be of practical value as "service" courses to students from all areas of the College. It is assumed that any graduate of a liberal arts college will desire to develop his ability to express his convictions clearly, logically and persuasively. To serve this wider need the courses in Fundamentals and in Voice and Diction (Speech 5:6 and 63) may be entered without prerequisite. The courses in Oral Interpretation and Elements of Radio and TV may be entered with the consent of the instructor and with the appropriate academic standing. The courses in Persuasion, in Discussion and in Homiletics call also for Speech 5:6 as a *prerequisite*.

MAJOR: While no major is offered in Speech itself, it is now possible for a student especially interested in the Speech field to major in Communications which is strong in Speech offerings.

MINOR: A minor in Speech requires 18 semester hours including Fundamentals of Speech, 5:6; Oral Interpretation, 64; Elements of Radio and TV, 76; Psychology of Persuasive Speech, 113; Discussion

EDUCATION

and Leadership, 117; Homiletics and Pulpit Delivery, 119, 120; or Voice and Diction, 63; and Special Projects in Speech, 140.

5:6. FUNDAMENTALS OF SPEECH

Two semesters, 4 hours

Establishment of a basic approach to speech, an elementary survey of the whole area, and an opportunity to develop speaking ability in various speech situations.

63. VOICE AND DICTION

First semester, 2 hours

An introductory study of the speech mechanism and the improvement of its functioning, with special attention to individual problems.

64. ORAL INTERPRETATION

Second semester, 2 hours

Theory and practice in the art of conveying to others the full meaning of selected readings, secular and sacred. Special needs of teachers and ministers considered.

76. ELEMENTS OF RADIO AND TV

Second semester, 3 hours

An introduction to the media of radio and television and the development of basic skills in the preparation and presentation of various types of programs.

113. PSYCHOLOGY OF PERSUASIVE SPEECH

First semester, 3 hours

Prerequisite: Speech 5:6.

A study and development of the art of discovering all the available means of persuasion in a variety of communication situations, both religious and secular.

117. DISCUSSION AND LEADERSHIP

First semester, 3 hours

Prerequisite: Speech 5:6.

Analysis of the role of discussion in modern society and the church, and development of the attitudes and skills essential to its useful practice.

119, 120. HOMILETICS AND PULPIT DELIVERY

Two semesters, 4 hours

Prerequisite: Speech 5:6.

Training in the preparation and delivery of the various types of talks and addresses the Christian worker or preacher is called upon to present.

140. SPECIAL PROJECTS IN SPEECH

Two semesters, 1 hour

The content of this course will be adjusted to meet the particular needs of the individual student who is working toward a major or minor in Communications, or toward a minor in Speech.

DEPARTMENT OF EDUCATION AND PSYCHOLOGY

KENNETH M. KENNEDY

JAMES M. ACKERMAN

MARION S. SIMMONS

OLIVIA B. DEAN

EVERETT T. WATROUS

EDUCATION

Supervisory Instructors—Secondary

PAUL C. BOYNTON
THELMA HEMME
NORMA KELLAMS
LYNN SAULS

KENNETH C. STEWART
DREW TURLINGTON
OLIVE WESTPHAL
DONALD WOODRUFF

Supervisory Instructors—Elementary

MILDRED BALDWIN
RICHARD CHRISTOPH
ELMYRA CONGER

RUTH SORRELL
JESSIE PENDERGRASS

The courses offered in this division are both "content" courses of interest to all and specialized courses of value to teachers and other professional workers.

The offerings in Psychology are all content courses.

Departmental Aims

The courses in education have two aims:

1. Professional preparation for elementary and secondary school teachers in meeting certification requirements.
2. To provide a general understanding of the school as a social institution for those entering services other than teaching.

The preparation of teachers is recognized as one of the important phases of the educational program of Southern Missionary College. The Department of Education offers a program which will help qualified persons to develop into competent teachers. The courses are designed to meet certification requirements and to provide a foundation for graduate study. The department offers work in both the elementary and the secondary fields.

For admission without deficiency, entrance units as required of all students must be presented. General education core requirements for students who desire a degree from Southern Missionary College are listed on pages 36, 37.

Admission, Evaluation, and Recommendation Criteria

Students should identify themselves as to interest in the teacher education curriculum as early in their college career as possible, and by all means, not later than the junior year. If, however, the student develops an interest beyond this point, it may take a longer time for

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him to complete the degree and certification requirements. The sequence of courses is the same regardless of when he enters.

The Tennessee regulation for certification of teachers now places the responsibility of recommending students for certification upon the institution which provides the training. Because much more is involved in successful teaching than meeting the college and state requirements for credit hours, endorsement areas, and grade point averages, the Teacher Education Council with membership from the Department of Education and the content areas, has been established to evaluate the likelihood of the student's success in teaching. The following kinds of data, furnished by the student and his instructor, will be used as a basis of evaluation: scholastic achievement, academic aptitude, physical and mental health, speech, interest and motivation for teaching, and personality adjustment.

A grade point average of 1.25 in courses of the content major, minor, and professional education courses, and a recommendation by the Teacher Education Council will be required for admission into the student teaching experience.

As an aid to the above evaluation procedures, at least two semester hours of student teaching must be completed under the supervision of the Department of Education at Southern Missionary College by candidates for degrees, regardless of the amount of similar credits received elsewhere. A computed minimum of six to eight hours is required for recommendation for certification.

Laboratory Experience

The Arthur W. Spalding Elementary School and the Collegedale Academy serve as campus laboratory schools. Selected public elementary and secondary schools of the Collegedale area also serve as laboratory schools for students preparing to teach. These units afford a rich opportunity for observation and student teaching.

Teaching Areas

The teaching areas in which the college has sufficient facilities and staff to develop approved programs for endorsement in grades 7-12 are: Bible, General Business, (including secretarial offerings), English (including speech), Foreign language (including German and Spanish), Health and Physical Education, History, Home Economics (non-vocational), Mathematics, Mathematics and Physical Science, Music Education (School Music and Instrumental music, grades 1-12),

EDUCATION

and Science (including general science and separate sciences of biology, chemistry, and physics).

Detailed information concerning all courses needed for endorsement in any of the teaching areas can be obtained from the Director of Teacher Education.

Certification

A student completing the four year degree curriculum in elementary education or the degree requirements to meet secondary education certification will be eligible to receive state and denominational certification.

Students planning to teach in states other than Tennessee should consult the Director of Teacher Education as to specific requirements to be met. Under proper guidance a student may complete requirements for certification in any of the fifty states. Below are listed the curricula that meet the certification requirements for Tennessee and the General Conference of Seventh-day Adventists.

Teacher Education Programs

The teacher education programs are approved by the State of Tennessee Department of Education and the Department of Education of the General Conference of Seventh-day Adventists.

Students in secondary education will be expected to major and minor in content fields in which they plan to teach. The content of the major is to be assigned to meet the subject matter needs of teachers. Those who plan to teach on the elementary education level must major in elementary education and have a minor in a minimum of one content field. One may work toward the Bachelor of Arts, Bachelor of Music, and the Bachelor of Science degree (see requirements page 33), while concurrently meeting certification requirements.

Bachelor of Science Degree for Elementary Education Major

Professional Education	33 hours
Including Education course requirements 5, *21, 71, 142, 163, 171, 191, Psychology **51, 107, and 112.	
MINOR	18 hours
General and specialized education core:	
English 1, 2	6 hours
Speech	2 hours

EDUCATION

Literature 52, 109	4 hours
Fine Arts, Art 27, 28; 65, 66	6 hours
Physical Education 7, 8; Health 22; Soc. Science 82	12 hours
Natural Science, Biology 9, Chemistry 5, Physics 2	12 hours
Mathematics 1, 2	4 hours
Religion	12-16 hours
Social Science 142, 148	12 hours
Applied Arts (Industrial arts 31, 32 recommended)	4 hours
Electives—sufficient to include a minor with a four year total of 128 hours.	

Secondary Program

Minimum degree requirements for secondary school certification.

Course Requirements:

Professional Education 26 hours
including Education *21, 142, 165, 167, 173,
and 191; Psychology **51, 112, (107, or 150
or 180).

Content Major (See department requirement)

Content Minor (See department requirement)

General Education Core:

English 1, 2	6 hours
Speech	2 hours
Modern Language (required for B.A. degree)	6-14 hours
Literature	4 hours
Natural Science	12 hours
Mathematics 1 (or equivalent)	2 hours
Social Science (two fields represented)	12 hours
Fine Arts (art 60 or music 61)	4 hours
P. E. (including 7, 8) and Social Science 82	6 hours
Religion	12-16 hours
Applied Arts	4 hours

Electives—sufficient to make a four year total of
128 semester hours.

*Education 21 not accepted for state certification.

**Psychology 51 not accepted for denominational certification.

EDUCATION

It is the philosophy of Southern Missionary College that the basic pattern of General and professional education needed for teaching should follow a sequence. The time for the courses to be taken is indicated under the section Course Numbers.

COURSES IN EDUCATION

GENERAL

- 5. INTRODUCTION TO TEACHING** First semester, 2 hours
The student is given an opportunity to become acquainted with the needed personal and professional traits, duties, and responsibilities of the teacher. Observation and participation in classroom and play activities at all grade levels. Two class periods per week plus special assignments.
- 21. FUNDAMENTALS OF EDUCATION** Either semester, 2 hours
A survey of the basic principles of education. The course examines the fundamental philosophy of Christian education.
- 138. AUDIO-VISUAL EDUCATION** Second semester, 2 hours
The survey of aims, methods, and materials involved in use and evaluation of audio-visual instruction aids.
- 140. PROBLEMS IN TEACHING READING** Second semester, 2 hours
The purpose of this course is to give a comprehensive view of reading problems, and to plan programs which meet the needs of individual pupils. Diagnostic and remedial procedures for grades 7-12 will be stressed, and experience in the use of the various types of materials and equipment available. Recommended for all secondary teachers.
- 142. SCHOOL ORGANIZATION AND ADMINISTRATION** Second semester, 2 hours
This course is designed to help elementary and secondary students develop a better understanding of the organization and administration of the school. Some topics considered are: problems of prospective teachers, professional relations, reports and records, the teacher's relationship with other school personnel and working with other agencies.
- 191. HISTORY AND PHILOSOPHY OF EDUCATION** First semester, 2 hours
This course is offered the first nine weeks, double periods. A study of the historical, philosophical and sociological foundations of education.
- 193. DIRECTED STUDY** Either semester, 2 hours
This course permits the advanced student with adequate preparation to pursue independent study in special fields.

ELEMENTARY

- 65-66. ELEMENTARY SCHOOL MUSIC** Two semesters, 4 hours
A course designed to prepare teachers to direct the music activities in the elementary school. Laboratory experience required.
- 71. TEACHING OF READING** First semester, 3 hours
A study of objectives, methods. and procedures in the teaching of reading

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in the elementary school. Opportunity to observe the teaching of reading in the laboratory school will be scheduled. Two semester hours lecture, one hour laboratory work.

163. MATERIALS AND METHODS OF TEACHING IN THE ELEMENTARY SCHOOL

First semester, 6 hours

This course will be offered the first nine weeks of the semester. Double periods are required. Emphasis is placed on general methods and materials for the teaching of arithmetic, Bible, language arts, social studies, health and science. Two hours of observation each week will be scheduled.

171. STUDENT TEACHING, GRADES 1-9

First semester, 8 hours

Prerequisite: Education 142, 163; Psychology 112; grade point average 1.25. This course is offered the second nine weeks of the first semester. Directed observation and participation in classroom activities, including full day classroom teaching in campus and off-campus laboratory schools.

197. WORKSHOP IN ELEMENTARY EDUCATION

Summer only, 2 hours

Opportunity is provided for students to work under supervision on curriculum problems.

SECONDARY

162. ADMINISTRATIVE AND PERSONNEL WORK OF DEANS

Second semester, 2 hours

A basic professional course in the administration of the school home. (Offered on demand.)

165. THE SECONDARY SCHOOL CURRICULUM

First semester, 2 hours

This course will be offered the first nine weeks, double periods. A study of the purposes and organization of the secondary school curriculum and some of the promising practices in curriculum development.

167. METHODS AND MATERIALS OF SECONDARY TEACHING

First semester, 3 hours

This course will be offered the first nine weeks, double periods. Methods of planning, organizing, stimulating and directing classroom activities. Organization of courses, selection of appropriate materials for classroom teaching. This course covers all areas of endorsement, methods in specific areas are studied after an introduction to general methods. Two hours of observation each week will be scheduled in special areas.

173. STUDENT TEACHING, GRADES 7-12

First semester, 6 hours

Prerequisite: Education 165, 167; grade point average 1.25 in teaching areas and professional subjects.

This course to be offered the second nine weeks of the first semester. Directed observation and participation in classroom activities, including full day classroom teaching in campus and off-campus laboratory schools.

COURSES IN PSYCHOLOGY

A minor in psychology includes 18 hours from the courses listed in psychology plus a two-hour course in Statistics (Business Administration 82.)

EDUCATION

51. GENERAL PSYCHOLOGY

Either semester, 3 hours

An introduction to the study of the problems of human behavior, and of the mental processes and their development. This is a foundation course designed to help the student understand and explain the behavior of others and thereby be better able to predict and control his own life and influence the lives of others.

*92. SOCIAL PSYCHOLOGY

Second semester, 2 hours

Prerequisite: Psychology 51.

A study of the interrelations of individuals in social situations, how the individual is influenced by others, and how in turn he affects the behavior of others. Does not apply toward professional requirements in teacher education.

107. EDUCATIONAL EVALUATION

First semester, 2 hours

A study of the various types of educational tests and examinations, and modern methods in their construction and use; also mastery of the most useful statistical techniques, with practice in working and interpreting problems involving educational and psychological data. The course includes some time given to the administration and interpretation of tests of intelligence, vocational interests, and personality.

112. CHILD AND EDUCATIONAL PSYCHOLOGY

Second semester, 3 hours

This course deals with the physical, social, emotional, and intellectual growth and development of children and adolescents in the home and community. Special emphasis will be given to the psychological factors which underlie and influence the learning process.

131. ABNORMAL PSYCHOLOGY

First semester, 3 hours

Prerequisite: Psychology 51 and 112.

A course dealing with abnormal adjustment, causes, and symptoms of personality disturbances and mental disorders.

142. APPLIED PSYCHOLOGY

Second semester, 2 hours

Prerequisite: Psychology 51.

This is a study of psychology in business, industry, public speaking, publications, politics, religion, and various other phases of everyday human activity. Does not apply toward professional requirements in teacher education.

*150. PERSONALITY AND MENTAL HYGIENE

Second semester, 3 hours

Prerequisite: Psychology 51.

A study of the incidence, causes, and methods, of preventing maladjustments and mental illness. Consideration is given to the meaning, importance, and conditions that affect the growth of personality, and methods of its improvement.

180. GUIDANCE AND COUNSELING

Second semester, 3 hours

Prerequisite: Psychology 51.

A survey of the current aims of counseling and guidance in school and community. Basic principles, procedures, and policies of counseling and guidance are emphasized. Directive and non-directive methods are stressed with the untrained or slightly trained teachers.

DEPARTMENT OF ENGLISH LANGUAGE AND LITERATURE

GORDON MADGWICK

CLYDE G. BUSHNELL
OLIVIA DEAN

EVLYN LINDBERG
ANN PARRISH

As its chief aim, the English Department regards the teaching of a correct usage of the language in all its facets of oral and written discourse. In the study of literature, students are introduced to ideas and social backgrounds by contact with rewarding prose and poetry.

MAJOR: A major in English shall consist of 34 hours, including Freshman Composition, four hours of Communications, Survey of American Literature, Survey of English Literature and Advanced Grammar. In addition, English History or its equivalent is required. Students planning to teach are strongly urged to take Problems in the Teaching of Reading and the course Directed Observation and Teaching.

MINOR: A minor in English requires 21 semester hours, including Freshman Composition, Survey of American Literature, and Advanced Grammar.

Bachelor of Arts With a Major in English

COURSE REQUIREMENTS

MAJOR (English)	34 hours
Including: See paragraph above.	
MINOR in Education recommended	18 hours
Fine Arts 60 or 61 required	4 hours
Foreign Language	6-14 hours
P.E. 7, 8	1 hour
Natural Sciences—Mathematics	12 hours
Religion	12-16 hours
Social Science	12 hours
Applied Arts	4 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

1-2. FRESHMAN ENGLISH

Two semesters, 6 hours.

Admission to English I depends upon the student's satisfactory performance in the entrance examination sections on mechanics and effectiveness of expression. No grade will be given for Freshman Composition unless the

ENGLISH LANGUAGE AND LITERATURE

student has achieved a satisfactory score in reading speed and comprehension. See the 01 and 02 courses below. A student failing the first semester will not be permitted to continue with the second semester.

01. BASIC GRAMMAR

One semester, 1 hour elective credit

Students whose scores on the English placement tests indicate definite weakness in mechanics and effectiveness of expression are required to register for this class. Concurrent registration in Freshman English may be possible if the result of the test in mechanics indicates that, with the additional help in grammar, the student will be able to meet the requirements of the Freshman English course. Repetition of Basic Grammar will be required of anyone who fails the semester's work, and in that case the student may not continue in Freshman English.

02. READING TECHNIQUES

Either semester, 1 hour elective credit

At least one semester of Reading Techniques is required of all students who do not reach the standard set for the reading section of the freshman placement tests.

20-21. ADVANCED FRESHMAN ENGLISH

Two semesters, 6 hours

A course designed for those students whose placement tests indicate a mature grasp of the fundamentals of English grammar and composition. In such cases it substitutes for English 1-2.

51, 52. SURVEY COURSE IN AMERICAN LITERATURE

Two semesters, 4 hours

A study of the chief poets and prose writers in America from pre-Columbian times to the present. Attention is directed to the literary achievements of the Indians, the Spanish Conquistadors, and the writings of the early missionaries on the frontier.

61, 62. SURVEY COURSE IN ENGLISH LITERATURE

Two semesters, 4 hours

A study of the chief British writers from Beowulf to the present.

53. JOURNALISM — NEWS

One semester, 2 hours

Relation of the press to society and world events. Practice in news writing and general reporting of church, school, and other activities for the public press. Personal interviews. Feature stories. Revision and correction of articles submitted.

54. JOURNALISM — COPYREADING

One semester, 2 hours

This course deals with the writing techniques and editing that are required of editors of newspapers, magazines and denominational periodicals. Instruction will be given in preparing manuscripts and seeing through the various aspects of printing.

101, 102. MASTERPIECES OF LITERATURE

Two semesters, 4 hours

This is an introduction to great literature and is designed to fit the needs of the general Seventh-day Adventist college student. The year is spent in careful reading of the great writings from many countries.

109. CHILDREN'S LITERATURE

First semester, 2 hours

The course places special emphasis upon the selection and presentation of literature suitable for children and offers opportunity to examine many types of books for children.

123. ADVANCED GRAMMAR

First semester, 3 hours

A course devised to help prospective teachers and writers understand the structure of the English language and further develop their powers of analysis.





HEALTH AND PHYSICAL EDUCATION

- 124. CREATIVE WRITING** Second semester, 3 hours
Designed to follow 123 and provide the student with a training which will enable him to write for publication.
- 127. BIBLICAL LITERATURE** First semester, 3 hours
A study of the types of literature in the English Bible, particularly emphasizing passages of outstanding literary genius and grandeur.
- 134. CONTEMPORARY LITERATURE** 2 hours
A study of outstanding writers, both English and American, since 1900, with special consideration of works showing the trends of the time.
- 135. HISTORY OF THE ENGLISH LANGUAGE** First semester, 3 hours
A non-technical treatment of the periods of development of the language with special attention given to word study and vocabulary building.
- 140. ELIZABETHAN LITERATURE** Second semester, 3 hours
A study of the major English writers of the Elizabethan age.
- 142. MILTON** Second semester, 3 hours
The poetry and prose of this outstanding Puritan writer.
- *147. THE ROMANTIC MOVEMENT** First semester, 3 hours
Historical and philosophical background of the period, changing attitudes in life and literature. Poets from Wordsworth to Keats. Prose writers from Lamb to Macaulay.
- *148. THE VICTORIAN PERIOD** Second semester, 3 hours
Continuation of 147. Poets from Tennyson to Kipling, and prose writers from Carlyle to Stevenson.
- 161. SPECIAL PROBLEMS IN ENGLISH** Either semester, 1 or 2 hours
The content of this course will be adjusted to meet the particular needs of the individual student. Open only to English majors, or minors with the approval of the department head.

DEPARTMENT OF HEALTH, PHYSICAL EDUCATION AND RECREATION

CYRIL DEAN

MARIAN KUHLMAN

The courses in this department are designed to improve human relations through cooperative group activity; to improve the physiological functions of the individual through proper exercise and an increased knowledge of body functions in relationship to activity; to foster the spirit of fair play which is democracy in action; to teach the values of physical education and recreation in the enrichment of the Christian life.

HEALTH AND PHYSICAL EDUCATION

COURSE REQUIREMENTS FOR MINOR IN HEALTH

AND PHYSICAL EDUCATION

P. E. (selected from activity courses 1 to 49)	4 hours
P. E. 35	2 hours
P. E. 57, 58	4 hours
P. E. 85 or 86	2 hours
P. E. 128	2 hours
P. E. 143	2 hours
P. E. 147	2 hours
P. E. 22, 53	4 hours
Total Semester Hours	20 hours
Cognate requirements—Anatomy and Physiology 11, 12.	

ACTIVITY COURSES

The activities program, elective in nature, is set up to provide a variety of subjects.

Students enrolled in activity courses must wear regulation suits and shoes to all class appointments. Regulation gym wear for both men and women will be available at the college store, Southern Mercantile. For full particulars, see your respective dormitory dean or the director of physical education. *No credit will be given unless this requirement is complied with.*

All physically qualified students must take the required basic course.

A student *may not* sign up for more than one activity per semester unless given permission by the Dean or the Department Head.

The "beginning" courses will deal with lowest nomenclature and special techniques of the activity, as well as considerable time spent in actual participation in the activity. Advanced courses are an extension of the same courses.

7, 8. FRESHMAN PHYSICAL EDUCATION

Two semesters, 1 hour

Required of all Freshmen.

Body mechanics, games, skill tests, etc.

9, 10. ADAPTED PHYSICAL EDUCATION

Two semesters, 1 hour

A course offered for those physically unable to take part in the basic required program. A "B" medical rating automatically upon registration, classifies the student for this part of the program.

HEALTH AND PHYSICAL EDUCATION

- BASKETBALL** First semester, ½ hour
Dribbling, passing, defense, scoring plays, rules, skill drills, etc.
- TENNIS** Second semester, ½ hour
Serving, strokes, scoring, strategy, skill drills, tests, round robin, and ladder tournament. Class size limited to facilities.
- 24. RECREATIONAL ACTIVITIES** Two semesters, 1 hour
An area of the program whereby men and women may play together. Designed to include various recreational activities.
- 28. TUMBLING AND GYMNASICS** Two semesters, 1 hour
Accent on rolls, stunts, pyramids, self-testing activities. Conditioning heavily emphasized.
- ARCHERY—CO-EDUCATIONAL** Second semester, ½ hour
Fundamentals of shooting, skill drills, tournaments, safety are presented. Class size limited.
- CAMP EDUCATION** Either semester, ½ hour
A course designed to promote outdoor recreation and provide experience for those who are interested in Pathfinder summer-camp work. Campouts, hikes, practice in camping techniques, etc.
- 58. TECHNIQUES OF PHYSICAL ACTIVITIES** Two semesters, 4 hours
A study of mechanics, progression and officiating of selected physical activities.
- 72. APPARATUS (MEN ONLY)** Either semester, ½ hour
Parallel bars, rings, high bar work.
- BEGINNING TRAMPOLINE** First semester, ½ hour
- 74. ADVANCED TRAMPOLINE** Second semester, ½ hour

THEORY COURSES

- HOME NURSING** Second semester, 1 hour
Lecture and demonstrations will be based on the American Red Cross textbook in home hygiene and care of the sick. Red Cross Home Hygiene Certificates are issued to those successfully completing the course. In addition, hydrotherapy will be given.
- SAFETY EDUCATION** Either semester, 2 hours
The nature and causes of accidents, safety measures for the precaution of common accidents of the home, school, industry, transportation, and recreation. The standard and advanced Red Cross Certificates will be issued to those completing the required work in first aid.
- INTRODUCTION TO HEALTH, PHYSICAL EDUCATION, AND RECREATION** First semester, 2 hours
A study into the aspect of Physical Education as a career, its relationship to related fields of education, general principles and philosophies, historical background, and professional preparation.

HISTORY

- 53. PRINCIPLES OF HEALTH & HYGIENE** First or second semester, 2 hours
A study of physiology, hygiene, and principles of healthful living and its relation to the Christian life. Special emphasis is also placed on denominational health standards pertaining to diet and temperance as corroborated by scientific research today.

- 35. METHODS AND MATERIALS OF TEACHING PHYSICAL EDUCATION IN THE ELEMENTARY SCHOOL** First semester, 2 hours

This course is designed primarily for elementary teachers and minors in Physical Education. Methods and materials, graded activities in games of low organization, team games, self-testing, and rhythmic activities, and safety measures. Observation and teaching of elementary school children will be scheduled.

- 86. METHODS AND MATERIALS OF TEACHING PHYSICAL EDUCATION IN THE SECONDARY SCHOOLS** Second semester, 2 hours

This course is designed primarily for secondary teachers and minors in Physical Education. Methods and materials, graded activities in games of low organization, team games, self-testing, and rhythmic activities, and safety measures. Observation and teaching of secondary school students will be scheduled.

- 128. ORGANIZATION AND ADMINISTRATION OF PHYSICAL EDUCATION AND RECREATION** Second semester, 2 hours

The relationship of the field of Physical Education to modern educational theory. Details of the organization of physical education activities, organization and classification of pupils, and emphasis on the arrangement and construction of equipment and planning of school programs suitable to denominational schools.

- *143. HISTORY OF PHYSICAL EDUCATION** First semester, 2 hours

A study of the philosophical and activity background of physical education.

- *148. PRINCIPLES OF HEALTH AND PHYSICAL EDUCATION** Second semester, 2 hours

An examination of the principles underlying current concepts of health and physical education.

DEPARTMENT OF HISTORY AND POLITICAL SCIENCE

E. T. WATROUS
JAMES ACKERMAN

CLYDE G. BUSHNELL
JEROME CLARK

The objectives of the Department of History and related areas are to aid in the application of divine ideals to all human relationships; to foster an appreciation of true social and political culture, locally, nationally, and internationally; to develop an intelligent understanding of the relationship between history and Biblical prophecy; and to prepare teachers in the social sciences.

HISTORY

The purpose of the social studies is to assist the student in understanding the complexities of modern society and how the providence of God has influenced history. It is designed to enable him to prepare himself and others for the service of mankind here and for the life hereafter.

HISTORY

Bachelor of Arts With a Major in History

COURSE REQUIREMENTS

MAJOR (History)	30 hours
Including: 1, 2; 53, 54; 115; 182; 183.	
MINOR	18 hours
English 1-2	6 hours
Literature 51, 52 or 61, 62	4 hours
Fine Arts 60 or 61	4 hours
Foreign Language	6-14 hours
P. E. 7, 8	1 hour
Natural Sciences—Mathematics	12 hours
Religion	12-16 hours
Applied Arts	4 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

MAJOR: A major in history requires thirty hours. It shall include History 1, 2; 53, 54; 115; and 182; 183. History majors should choose one of the following fields for the minor: Business and Economics, Religion.

MINOR: For a minor in history eighteen hours are required including History 1, 2; 53, 54. It should include three hours of upper biennium political science credit. The remainder of the requirement should be in the fields of history and political science.

2. SURVEY OF WESTERN CIVILIZATION Two semesters, 6 hours

An introductory consideration of the ancient classical and medieval contributions to our own civilization, and a consideration of modern and current developments.

1. CURRENT AFFAIRS First semester, 2 hours

A course in current political developments of significance both domestic and international. Newspapers and current periodicals are used as materials.

3. 54. AMERICAN HISTORY AND INSTITUTIONS Two semesters, 6 hours

A study of the development of the character and civilization of the American people, including their politics and social institutions, and reaching to the present time.

HISTORY

*110. MEDIEVAL EUROPE

Second semester, 3 hours

Prerequisite: History 1 or equivalent.
European History from 500-1200 A.D.

*111, 112. RENAISSANCE AND REFORMATION

Two semesters, 4 hours

Prerequisite: History 1, 2.
An analysis of the revival of learning, from medieval to modern conditions and of the causes, substance, and effects of the Reformation and Counter-Reformation.

*131. HISTORY OF ANTIQUITY

First semester, 3 hours

Prerequisite: History 1, or equivalent.
A study of the ancient nations, chiefly Babylonia, Assyria, Egypt, Persia and Israel.

*132. HISTORY OF THE CLASSICAL WORLD

Second semester, 3 hours

Prerequisite: History 1, or equivalent.
A consideration of Greek culture, of Alexander's Hellenistic empire, of Roman institutions, and of the impact of Christianity upon the ancient world.

145, 146. HISTORY OF LATIN AMERICA

Two semesters, 4 hours

Prerequisite: History 53 and 54, or equivalent.
A survey of the colonial period, and a careful analysis of the political, economic, social, religious, and cultural development of the Latin-American Republics, and their present relation to world affairs.

148. HISTORY OF THE SOUTH

Second semester, 3 hours

A study of the Old South from the discovery through the war between the states, the reconstruction and the subsequent developments and recent changes, including the current scene.

50 or 150. SOUTHERN HISTORY BACKGROUNDS

Field School, 3 hours

A study of the cultural, political, social, and military history of the area south of the Ohio and east of the Mississippi by means of a guided tour to a number of the historical sites within this region. For upper biennium credit, registration must be for course number 150.

151, 152. ENGLISH HISTORY

Two semesters, 4 hours

Prerequisite: History 1, 2.
An analysis of the political, social, economic, religious and cultural development of Great Britain and its contributions to the world especially in constitutional and democratic institutions.

*153. EARLY AMERICAN BACKGROUNDS

Field school, 3 hours

An on the ground study of the development of social, cultural, religious and political institutions covering significant places and events from Virginia to New England.

*154. MODERN AMERICA

First semester, 3 hours

Prerequisite: History 54.
A study of American history from 1900 to the present with particular emphasis on social, cultural, intellectual, and political developments.

*155, 156. HISTORY OF CHRISTIANITY

Two semesters, 6 hours

A study of the development of the Christian Church from its apostolic origin to the present time with emphasis on the internal problems that eventually formed the background for present-day Christianity and its various divisions.

HISTORY

*158. THE REVOLUTIONARY ERA

One semester, 3 hours

Prerequisite: History 2.

An analysis of the social, political, religious, cultural, and economic movements during the revolutionary period, 1789-1815.

161. MODERN EUROPE

First semester, 3 hours

Historical developments in Europe since the rise of the new imperialism and the unification of Italy and Germany, with particular emphasis on the political, economic, and social implications for the second half of the 20th century.

*182. HISTORIOGRAPHY

First semester, 1 hour

Required of History majors this course examines the various theories of history writing and procedures culminating with the Christian philosophy of history.

183. RESEARCH METHODS IN HISTORY

Second semester, 1 hour

Prerequisite: History 182.

Historical research methods, procedures and materials are examined in conjunction with the preparation of a research project. Required of all History majors.

POLITICAL SCIENCE

115. AMERICAN NATIONAL AND STATE GOVERNMENT

First semester, 3 hours

The establishment and operation of the Federal Constitution; the national and local judiciary; state, county, and local governments.

116. AMERICAN DIPLOMATIC HISTORY

Second semester, 3 hours

Significant developments in American Diplomatic History from the Revolutionary Period to the present are examined with emphasis on trends since 1930.

*162. CONTEMPORARY INTERNATIONAL RELATIONS

Second semester, 3 hours

Prerequisite: History 1 and 2 or 53 and 54 or equivalent.

A critical analysis of the chief factors influencing present-day world affairs, with special emphasis on the ideological and religious background of current conflicts.

SOCIOLOGY

20. INTRODUCTION TO SOCIOLOGY

Either semester, 2 hours

A study of the problems of society and group behavior patterns.

61. CULTURAL PATTERNS

First semester, 2 hours

A study of cultural development based on regional environment, the factors that create certain cultural patterns. The origin and nature of contemporary cultures.

82. MARRIAGE AND THE FAMILY

Either semester, 2 hours

A course in the ethics of human relationships including the place of the family in society, a Christian approach to the problem of marriage and family life and the inter-relation of parents and children.

*156. FIELD OF SOCIAL WORK

Second semester, 3 hours

The historical background, methods, and functions of public and private programs in the field of social welfare.

HOME ECONOMICS

GEOGRAPHY

142. WORLD GEOGRAPHY

Second semester, 3 hours

Maps, land forms, soil, mineral resources, weather, and climate are considered. Man's adjustment to various physiographic regions is studied.

DEPARTMENT OF HOME ECONOMICS

DOROTHY CHRISTENSEN

THELMA HEMM

The courses in this area are designed to prepare students for a career in some field of Home Economics, and at the same time give cultural and practical knowledge of the essentials of successful home making.

A separate sequence of courses is presented for students who wish to go into the field of dietetics and institution management.

Bachelor of Science With a Major in Home Economics

COURSE REQUIREMENTS

MAJOR (Home Economics) 30 hours
Including 1, 2; 5; 21, 22; 25; 41, 42; 131; 181.
Courses 2 and 2a may be taken for Natural Science credit if taken as Chemistry 6 and 6a, but may not be counted on both.

Minor 18 hours
Psychology 51 3 hours
English 1-2 6 hours
Literature 51, 52 or 61, 62 4 hours
Fine Arts 60 or 61 4 hours
Health 4; P. E. 7, 8 2 hours
Natural Sciences—Mathematics 12 hours
Religion 12-16 hours
Social Science 82 12 hours

Electives—sufficient to make a four-year total of 128 semester hours.

Those who plan to do graduate work in Home Economics should include General Chemistry 1-2; Biology 12 and 22; and Economics 7 and 72.

Those who wish to prepare for a teaching career should qualify for teacher certification. See page 68 onward.

HOME ECONOMICS

A Bachelor of Arts degree with a major in Home Economics may be obtained by meeting the additional requirements given on pages 36-38.

Bachelor of Science With a Major in Foods and Nutrition

COURSE REQUIREMENTS

Home Economics majors who wish to meet the requirements for hospital dietetic internships approved by the American Dietetic Association must meet the following requirements:

MAJOR (Home Economics)	30 hours
1, 2; 25; 101, 102; 161, 162; 171, 172.	
MINOR	18 hours
Business Administration 31 and 147	6 hours
Psychology 112	3 hours
English 1-2	6 hours
Literature 51, 52 or 61, 62	4 hours
Fine Arts 60 or 61	4 hours
P. E. 7, 8	1 hour
Biology 12, 22	7 hours
Chemistry 1-2; 81; 171	15 hours
(Chemistry 172 required for chemistry minor)	
Religion	12-16 hours
Social Science	12 hours

Electives sufficient to make a four-year total of 128 semester hours.

Suggested electives: Home Economics 26 and 131; Economics; Psychology; Education courses.

To meet the requirements for American Dietetic Association membership in other areas of food and nutrition the student must meet the specific requirements for American Dietetic Association membership Plan III. This should be arranged by the individual student in consultation with the head of the Home Economics Department.

MINOR: Men and women who are majoring in other fields may take a minor or electives in home economics. A minor in home economics requires 18 hours including Home Economics 1, 2; 21, 22 or 5; 25.

A minor in foods and nutrition requires 18 hours including Home Economics 1,2; 25; 161.

HOME ECONOMICS

Two-year Curriculum in Home Economics

A two-year curriculum in Home Economics is offered primarily to prepare young women for successful homemaking.

COURSE REQUIREMENTS

Home Economics 1,2; 21,22; 25; 41,42; 131; 181	22 hours
English 1-2	6 hours
Religion	8 hours
Social Science 82	10 hours
Fine Arts 60 or 61	4 hours
Health 4, P. E. 7, 8	2 hours
Biology 12	3 hours
Industrial Arts 31	2 hours
Electives	7 hours

FOODS AND NUTRITION

- 1. FOODS** First semester, 3 hours
Basic principles of food composition, selection, and preparation. Two hours lecture and one laboratory period each week.
- 2. NUTRITION** Second semester, 2 hours
Principles of nutrition and their application to everyday living.
- 2a. FOODS AND NUTRITION LABORATORY** Second semester, 1 hour
Calculation of the nutritional value of foods, and principles of food preparation, selection and service. A laboratory for nurses and teachers taking Nutrition 2, or others not taking Foods 1. Three hours laboratory each week.
- 25. MEAL PLANNING** First semester, 3 hours
Prerequisite: Home Economics 1, 2 or by approval.
Menu planning, marketing, meal preparation, and table service. Three 2-hour periods each week.
- 26. DEMONSTRATION TECHNIQUES** Second semester, 2 hours
Prerequisite: Home Economics 1, 2 or by approval.
Designed to present purposes, standards, and techniques of demonstrations with application to teaching, business, and conducting cooking schools for adult groups. Two 2-hour periods each week.
- 101, 102. EXPERIMENTAL FOODS** Two semesters, 4 hours
Prerequisite: Home Economics 1, 2.
Individual and class problems in food preparation, calculating costs, preparing and serving meals for special occasions. One hour lecture and one laboratory period each week.
- 161. ADVANCED NUTRITION** First semester, 3 hours
Prerequisites: Home Economics 1, 2, 25, and Chemistry 1 and 2 or by approval.
A study of the principles of normal nutrition as they apply to individuals at different ages. Two hours lecture and one laboratory period each week.

HOME ECONOMICS

162. DIET THERAPY

Second semester, 3 hours

Prerequisite: Home Economics 161.

A study of the principles of nutrition as applied to physiological conditions altered by stress, disease, or abnormalities. Two hours lecture and one laboratory period each week.

*171. QUANTITY COOKERY

First semester, 3 hours

A study of quantity food, purchasing, production, and service, with experience in the college cafeteria. One hour lecture each week. Laboratory work by appointment in the various areas of food preparation.

*172. INSTITUTION MANAGEMENT

Second semester, 3 hours

A study of equipment selection, maintenance and layout, and management and personnel relationships in institution food service. Laboratory experience in college and hospital food services. One hour lecture each week. Laboratory by appointment.

HOME MANAGEMENT AND CHILD CARE

41. HOME MANAGEMENT

First semester, 2 hours

A study of family problems and goals with emphasis on planning personal and family schedules, conserving time and energy, financial plans and family housing.

42. ART IN EVERYDAY LIVING

Second semester, 2 hours

The study of principles of art as they are related to everyday problems such as house design and decoration, selection of furniture, flower arrangement, pictures, accessories, and other home furnishings.

61. SOCIAL ETHICS

First semester, 1 hour

Principles of Christian courtesy. Prepares for poised family, social and business relations. One and one-half hours a week.

*112. APPLIED HOME FURNISHINGS

Second semester, 3 hours

Laboratory experience in simple upholstering and professional drapery making. Two 3-hour combined lecture and laboratory periods.

131. CHILD CARE AND DEVELOPMENT

First semester, 3 hours

A study of the young child, beginning with prenatal care through the years of babyhood, childhood, and adolescence with the family as a background for growth and development. The physical, mental, and social development studied with special emphasis on nutrition of mother and child. Two class periods and three hours home and nursery school observation each week.

181. PRACTICE IN HOME MANAGEMENT

Either semester, 3 hours

Prerequisites: Home Economics 1, 2, 25, 41.

Experience in solving problems of family living, care of a home, budgeting, laundering, entertaining, planning, marketing, preparing and serving meals in the home management apartment for six weeks, projects to be planned before and written up after this period. One class period each week.

TEXTILES AND CLOTHING

5. CLOTHING SELECTION

First semester, 2 hours

Artistic and economic factors are studied and applied to adult wardrobe planning and selection. Special emphasis is placed on wardrobe needs of college girls. Two one-hour lectures each week.

INDUSTRIAL ARTS

21:22. CLOTHING CONSTRUCTION

Two semesters, 4 hours

A course in fundamental clothing construction. Basic construction techniques are demonstrated and practiced. Use and alteration of commercial patterns is studied and practiced. Second semester, emphasis on fitting and techniques of construction using difficult to handle fabrics. One hour lecture and three hours laboratory each week.

*119. TEXTILES

First semester, 2 hours

A study of textile fibers and fabrics and factors influencing their construction, finish, and design. Selection and identification for consumer use. Two hours lecture each week.

121. FLAT PATTERN DESIGN AND DRESS CONSTRUCTION

First semester, 2 hours

Prerequisites: Home Economics 21, 22.

The use of the basic pattern in dress designing and construction with emphasis on fitting. One hour lecture and one laboratory period each week.

122. TAILORING

Second semester, 2 hours

Prerequisites: Home Economics 21, 22 and 121 or by approval.

A study of the techniques of tailoring and their practical application to women's suits and coats. One hour lecture and one laboratory period each week.

141, 142. HOME ECONOMICS SEMINAR

Two semesters, 2 hours

A study of problems, research, and trends in the various fields of home economics. Registration conditional upon consent of instructor.

191. PROBLEMS IN HOME ECONOMICS

Either semester, 1 or 2 hours

To permit the advanced student majoring in Home Economics to do individual work in the field under the direction of a staff member.

DEPARTMENT OF INDUSTRIAL ARTS

DREW TURLINGTON

The courses in Industrial Arts are designed to train teachers, provide an opportunity for students to learn at least one trade, train students for positions as maintenance engineers, and to give those students majoring in other fields an opportunity to learn to work with their hands, and pursue one or more of these courses as a leisure time hobby.

Two-Year Terminal Curriculum Leading to a Diploma

GENERAL REQUIREMENTS

English 1-2	6 hours
Religion	8 hours
Social Science	6 hours
Health Education 53	2 hours

INDUSTRIAL ARTS

P.E., 7, 8	1 hour
Speech 5:6 (recommended)	4 hours
Field of Concentration	20 hours
Electives	17 hours
Total	64 hours

FIELDS OF CONCENTRATION

MECHANIC ARTS

1:2. MECHANICAL DRAWING Two semesters, 4 hours

A basic course in drafting, training the student in the use of instruments and the principles of orthographic projection, surface development, sectioning, pictorial drawings and dimensioning working drawings. Four hours laboratory each week. Lectures as announced by the instructor.

15:16. GENERAL METALS Two semesters, 4 hours

Designed to acquaint the student with the many aspects of the metal-working industry. Instruction will be in the use of metal cutting and farming tools, forging, tempering, sheet metal, art metal and welding. One hour lecture and three hours laboratory each week.

41:42. ELECTRIC AND OXY-ACETYLENE WELDING Two semesters, 4 hours

A very practical course in arc and acetylene welding, teaching the student to weld skillfully in all positions: flat, vertical and overhead. One hour lecture, three hours laboratory each week.

51:52. AUTO MECHANICS Two semesters, 4 hours

A general course in the fundamentals of the internal combustion engine, automobile design and repair; automotive electricity, power flow, servicing, and trouble shooting; field trips. Two hours lecture, two hours laboratory each week.

***143:144. MACHINE SHOP** Two semesters, 4 hours

Fundamentals of machine shop practice, instruction in the operation and maintenance of power hack saws, metal-turning lathes, shapers, milling machines and drill presses, together with hand tools used in machine shop work. Forging, tempering and casting are also included in this course. One hour lecture, three hours laboratory each week.

BUILDING TRADES

***3. MASONRY** First semester, 2 hours

A fundamental course in concrete work, mortar, concrete block and brick laying, footing, foundations, floors, sills, walks. One hour lecture, three hours laboratory each week.

***6. PLUMBING** Second semester, 2 hours

Instruction in code requirements, procedures in dwelling house plumbing, waste, maintenance, proper methods of sewage disposal, soil pipe and clay tile work. One hour lecture, three hours laboratory each week.

INDUSTRIAL ARTS

***8. HOUSE WIRING**

Second semester, 2 hours

Instruction in the National Electric Code, basic electrical principles, complete instruction and practice in residential wiring, including electric heating. Some industrial wiring techniques will also be included. One hour lecture, three hours laboratory each week.

11:12. WOOD WORKING

Two semesters, 4 hours

The study of hand and machine tools, joinery and proper methods of cabinet making. Wood turning and finishing. Opportunity to make projects of your choice. One hour lecture, three hours laboratory each week.

77:78. ARCHITECTURAL DRAWING

Two semesters, 4 hours

Prerequisite: Industrial Arts 1:2, or a beginning course in mechanical drawing. A survey of the field in its various phases and the acquisition of a working knowledge of technique, symbols, materials, plan reading, tracing, and blue-printing. One hour lecture and three hours laboratory each week.

79:80. CARPENTRY

Two semesters, 6 hours

Instruction and practice in blueprint reading, building layout, foundations, wood framing, finish carpentry, floors, ceilings and walls, roof coverings, protective finishes, new methods of construction and latest building materials. A basic tool kit is required. One hour lecture and six hours laboratory each week.

***133:134. ADVANCED CABINET AND FURNITURE MAKING**

Both semesters, 4 hours

Prerequisite: Industrial Arts 11 and 12 or equivalent.
One hour lecture, three hours laboratory each week.

***191:192. ADVANCED ARCHITECTURAL DRAWING**

Both semesters, 4 hours

Prerequisite: Industrial Arts 77, 78 or equivalent.

Students will be expected to work out for a full-sized structure a complete set of plans, details, specifications, bill of materials and labor, and total costs. The structure will be designed by the student.

***103:104. ADVANCED MECHANICAL DRAWING**

Both semesters, 4 hours

Prerequisite: Mechanical Drawing 1,2 or equivalent.

Emphasis will be placed on drawing parts of machinery, assembly drawings, using orthographic projection, isometric, oblique, perspective, and free hand sketching.

LIBRARY SCIENCE

93:94. THE USE OF BOOKS AND LIBRARIES

Two semesters, 4 hours

Teaches the standard practices in all libraries and the organization of the college library in particular. Provides acquaintance with the best books (both reference and general) in the various fields of knowledge. Improves scholarship through a knowledge of how to do research.

95. LIBRARY ADMINISTRATION

First semester, 2 hours

Designed to impart a practical knowledge of how to organize and administer a library; how to select, acquire, and catalog books; and how to relate the library to the needs of the pupils. Lectures and laboratory practice in the college library.

MATHEMATICS

MISCELLANEOUS COURSES

17:18. TYPOGRAPHY

Two semesters, 6 hours

A study of the common processes of typesetting, hand and machine composition, presswork with special consideration for proper grouping and spacing of jobs, layout, and design. The second semester's work will lead into the fundamentals of proofreading and copy preparation, the study of rules and practices regarding book, magazine, and newspaper publishing and job work. On-the-job practice in handling proofroom problems. Open to men and women.

31. PRACTICAL HOME ARTS

First semester, 2 hours

A course designed to prepare teachers in methods and materials used in teaching home mechanics and crafts. Important to all elementary teachers for teaching vocational subjects. One hour lecture, three hours laboratory each week.

32. PRACTICAL HOME GARDENING AND LANDSCAPING

Second semester, 2 hours

This course will also include school gardening on the elementary level. Special attention will be given to gardening, landscaping, soil building, fertilizers, horticulture, and organic gardening. One hour lecture, three hours laboratory each week.

DEPARTMENT OF MATHEMATICS

DUANE ZIMMERMAN

GRENITH ZIMMERMAN

The objectives of this department are to acquaint the student with the meaning, scope, methods, and content of Mathematics, and to show some of the relationships and contributions of this science to modern civilization and culture.

MAJOR: A major in Mathematics requires 30 hours (exclusive of Mathematics 1 and 2; 4; 5:6) and includes Mathematics 12; 100; and at least 15 hours chosen in consultation with the department head.

MINOR: A minor in Mathematics requires 18 hours (exclusive of Mathematics 1 and 2; 4; 5:6) and includes Mathematics 12; 100; and at least 3 hours chosen in consultation with the department head.

Bachelor of Arts With a Major in Mathematics

COURSE REQUIREMENTS

MAJOR (Mathematics)	30 hours
Including: 11:12; 99; 100.	
MINOR (Physics or Chemistry recommended)	18 hours
English 1-2	6 hours
Literature 51, 52 or 61, 62	4 hours

MATHEMATICS

Applied Arts	4 hours
Fine Arts 60 or 61	4 hours
Foreign Language	6-14 hours
Religion	12-16 hours
Social Science	12 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

1. FUNDAMENTAL CONCEPTS OF MATHEMATICS First semester, 2 hours

This course is designed for the teacher education program. It emphasizes the major concepts of number, measurement, function, and proof which help man to understand the quantitative relationships in his natural and social environment.

2. FUNCTIONAL MATHEMATICS Second semester, 2 hours

Prerequisite: Mathematics 1.
A thorough review of fundamental processes of arithmetic; development of a mature understanding of arithmetic.

4. INTRODUCTION TO MATHEMATICS Second semester, 3 hours

Prerequisites: Two years of high school mathematics.
A unified course consisting of topics from different areas of modern mathematics. The emphasis is on mathematical ideas rather than drill in the manipulation of mathematical symbols. This course is designed to apply on the 12 hours basic science requirement. (Not a preparation for General Physics or General Chemistry.)

5:6 PRE-FRESHMAN MATHEMATICS Two semesters, 6 hours

Prerequisite: Two units of secondary mathematics composed of topics from algebra and geometry.
A unified course built on topics in algebra, geometry, and trigonometry which are commonly taught in secondary schools for students who take more than two units of mathematics. (Satisfies the mathematics requirement for General Physics. Does not apply on science requirement.)

11:12. FRESHMAN MATHEMATICS Two semesters, 8 hours

Prerequisite: The equivalent of Mathematics 5:6.
A unified course built on material selected from topics in algebra, trigonometry, and analytic geometry which are commonly taught in beginning college mathematics courses. Emphasizes deductive reasoning and fundamental concepts and is taught from a contemporary point of view.

51. ANALYTIC GEOMETRY First semester, 2 hours

Prerequisite: Mathematics 11:12.
This course is primarily for those students who have transferred from other colleges and wish to take calculus and have not had a course equivalent to Mathematics 11 and 12 or those students who have taken Mathematics 11 and 12 prior to the academic year 1959-60. Equations of curves in rectangular and polar coordinates. Study of the properties of the straight line and the conics. (Offered only on sufficient demand.)

82. STATISTICS Second semester, 3 hours

See Economics 82.
Does not apply on a mathematics major or minor.

99:100. CALCULUS Two semesters, 8 hours

Prerequisite: Mathematics 11:12.
Elementary functions, ordinary and partial derivation, application, anti-derivatives, definite and multiple integrals, infinite series, applications.



WOMEN'S DORMITORY BUILDING



MODERN LANGUAGE

111. DIFFERENTIAL EQUATIONS

First semester, 3 hours

Prerequisite: Mathematics 99:100.

Classification and solution of common types of ordinary differential equations. Applications to problems arising in the physical sciences.

112. METHODS OF APPLIED MATHEMATICS

Second semester, 3 hours

Prerequisite: Mathematics 111.

Vector analysis, introduction to complex variables, characteristic value problems, Laplace transforms, Bessel functions.

*121:122. ADVANCED CALCULUS

Two semesters, 6 hours

Prerequisite: Mathematics 99:100.

Introduction to point set topology, continuity, uniform continuity, integration, improper integrals, convergence, uniform convergence, sequences of functions, infinite series.

131:132. INTRODUCTION TO STATISTICS & PROBABILITY

Two semesters, 6 hours

Prerequisite: Mathematics 99:100.

Mathematical probability, distribution and sampling problems, theory of estimation including the method of maximum likelihood, tests of hypotheses, including likelihood ratio tests.

151:152. INTRODUCTION TO MODERN ALGEBRA

Two semesters, 6 hours

Prerequisite: Mathematics 99:100.

Groups, rings, fields, integral domains, vector spaces, matrices, algebraic solution of equations.

DEPARTMENT OF MODERN LANGUAGE AND LITERATURE

CLYDE G. BUSHNELL

EILEEN DROUAULT

OLIVE WESTPHAL

Realizing the necessity of a broad cultural background and an ability to communicate with those who speak a language other than our own, in order to avoid provincialism the Modern Language Department strives not only to familiarize the student with a foreign language but also to instill in him an appreciation of the contributions to civilization made by other peoples and cultures.

SPANISH

Bachelor of Arts With a Major in Spanish

COURSE REQUIREMENTS

MAJOR (Spanish) 30 hours

Including 1-2; 93-94; subsequent courses will be determined in consultation with the department head.

MODERN LANGUAGE

MINOR	18 hours
English 1-2	6 hours
Literature	4 hours
Fine Arts 60 or 61	4 hours
P.E. 7, 8	1 hour
Natural Sciences—Mathematics	12 hours
Religion	12-16 hours
Social Science 145, 146	12 hours
Applied Arts	4 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

MINOR: A minor in Spanish consists of 18 hours.

1-2. BEGINNING SPANISH Two semesters, 8 hours

A foundation course in grammar, pronunciation, and reading. Not open to students who have had two years of Spanish in secondary school.

93-94. INTERMEDIATE SPANISH Two semesters, 6 hours

Prerequisite: Spanish 1-2 or two years of Spanish in secondary school.
Advanced grammar; intensive and extensive reading of moderately difficult Spanish texts, oral and written exercises. Not open to Spanish speaking persons with three credits in Secondary Spanish.

***101, 102. SURVEY OF SPANISH LITERATURE** Two semesters, 4 hours

Prerequisite: Spanish 93-94.
History and development of Spanish literature; reading of representative works.

105, 106. SURVEY OF SPANISH-AMERICAN LITERATURE Two semesters, 4 hours

Prerequisite: Spanish 93-94.
History and development of Spanish-American literature; reading of representative works.

117:118. SPANISH CONVERSATION AND COMPOSITION Two semesters, 4 hours

Prerequisite: Spanish 93-94.
(Not open to Latin-American nationals.)
Development of skill in speaking, understanding, and writing idiomatic Spanish.

***145, 146. THE GOLDEN AGE OF SPANISH LITERATURE** Two semesters, 4 hours

Prerequisite: Spanish 93-94.
A study of the classical period of Spanish literature.

***161-162. SPANISH POETRY** Two semesters, 4 hours

Prerequisite: Spanish 101:102.
Study of Spanish versification, selected reading from Spanish and Spanish-American authors.

***165, 166. ADVANCED SPANISH PROSE** Two semesters, 6 hours

Prerequisite: Spanish 101:102.
Extended reading from great authors of Spain and Spanish-America.

***179. PROBLEMS IN SPANISH** Either semester, 2 hours

Open to majors, or minors with permission.

MUSIC

GERMAN

MINOR: The German minor consists of eighteen hours.

21-22. BEGINNING GERMAN

Two semesters, 8 hours

A foundation course in grammar, pronunciation, and reading. Not open to students who have had two years of German in secondary school.

83-84. INTERMEDIATE GERMAN

Two semesters, 6 hours

Prerequisite: German 21-22 or two years of German in secondary school. Advanced grammar; intensive and extensive reading of moderately difficult prose and poetry; oral and written exercises.

127:128. GERMAN CONVERSATION AND COMPOSITION

Two semesters, 4 hours

Prerequisite: German 21-22.

Development of skill in speaking, understanding and writing idiomatic German.

***141, 142. SURVEY OF GERMAN LITERATURE**

Two semesters, 4 hours

Prerequisite: German 83-84.

History and development of German literature; reading of representative works; collateral reading and reports.

***151, 152. GERMAN POETRY**

Two semesters, 4 hours

Study of versification and the outstanding poets and their writings in the different periods of German literature.

FRENCH

1-2. BEGINNING FRENCH

Two semesters, 8 hours

A foundation course in grammar, pronunciation, and reading. Not open to students who have had two years of French in a secondary school

73-74. INTERMEDIATE FRENCH

Two semesters, 6 hours

Prerequisite: French 1-2 or two years of French on the secondary level. Advanced grammar; intensive and extensive reading of moderately difficult prose and poetry; oral and written exercises.

DEPARTMENT OF MUSIC

MORRIS TAYLOR
DOROTHY ACKERMAN
DEL CASE
DON CROOK

LYLE HAMEL
RAYMOND KUUTTI
ELAINE TAYLOR
J. MABEL WOOD

The music department aims to afford each student the opportunity to participate actively in the performance of music and to provide both secular and religious music of quality on the campus. Through the medium of music the student may find cultural enrichment, self-expression, and professional growth. Courses in this department stimu-

MUSIC

late imaginative thought and promote an understanding of Western culture. Basic music skills are offered in such areas as orchestral and band instruments, piano, organ, voice, conducting, and music theory.

Southern Missionary College offers three curriculums in music, a Bachelor of Music with a major in performance or in music education, and the Bachelor of Arts with a major in music.

The Bachelor of Music degree is designed to prepare the student as a professional musician. The B.M. with a major in performance meets the need of the student who wishes to concentrate in an applied music field and to prepare for advanced work in the scholarly branches of music.

The Bachelor of Music with a major in music education meets the specifications of the State of Tennessee and most other state education departments as well as the requirements for certification from the General Conference to teach music on the secondary level. See under the Education Department for further details with regard to certification.

The Bachelor of Arts degree with a major in music allows the student to obtain a broad background in the liberal arts along with his solid core of professional music subjects. The liberal arts student may choose the field of music as his minor.

Bachelor of Music in Music Education

COURSE REQUIREMENTS

MAJOR (Music)	59 hours
Applied Music: Major instrument or voice—12 hours; minor instruments and/or voice—4 hours; senior recital—1 hour; music organiza- tions—2 hours; music ensemble—2 hours.	
Music Theory: 25:26; 45:46; 101:102; 171:172; electives—4 hours.	
Music History: 62 or 63; 141:142.	
Music Education: 161 or Education 65-66; 181; materials and methods electives—6 hours.	
Education 142; 135 or 191; 171, 172 or 173, 174	8 hours
Psychology 51; 112	6 hours
Health and Family Living	6 hours
Including: Marriage and the Family—2 hours; Physical education—1 hour; electives—3 hours.	
English 1-2	6 hours

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Literature 51, 52 or 61, 62	4 hours
Fine Arts 60	2 hours
†Mathematics 1	2 hours
Natural Science—Mathematics	8 hours
Religion	12-16 hours
Social Science 20 and sequence	8 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

Bachelor of Music in Performance

COURSE REQUIREMENTS

MAJOR (Music)	61 hours
Applied Music: Major instrument or voice—16 hours; senior recital—1 hour; minor instrument or voice—4 hours; music organizations—2 hours; music ensemble—2 hours.	
Music Theory: 25:26; 45:46; 101:102; 171:172; electives—4 hours.	
Music History: 62; 63; 141:142.	
Music Education: Materials and methods in major instrument or voice—2 hours; electives—4 hours.	
English 1-2	6 hours
Literature 51, 52 or 61, 62	4 hours
Foreign Language—French or German recommended	6-14 hours
Fine Arts 60	2 hours
P.E. 7, 8	1 hour
Natural Science—Mathematics	6 hours
Religion	12-16 hours
Social Science 1, 2 and 20	8 hours
Psychology 51	3 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

Bachelor of Arts With a Major in Music

COURSE REQUIREMENTS

MAJOR (Music)	37 hours
Music Theory: 45:46; 101:102; and 4 hours of	

†This requirement may be waived by examination.

MUSIC

upper division electives.

Applied Music: Major instrument or voice—12 hours; senior recital—1 hour; music organizations—2 hours.

History of Music: 62 or 63; 141:142.

MINOR	18 hours
English 1-2, Literature 51, 52 or 61, 62	10 hours
Fine Arts 60	2 hours
Foreign Language	6-14 hours
P.E. 7, 8	1 hour
Natural Sciences—Mathematics	12 hours
Religion	12-16 hours
Social Science	12 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

MINOR: A minor in Music consists of eighteen hours, including 45:46; 141:142; applied instrument or voice—4 hours; music organizations—2 hours.

MUSIC THEORY

25:26. EAR TRAINING AND SOLFEGGIO Two semesters, 2 hours

The development of rhythmic, melodic, and harmonic perception. A waiver may be granted by examination. This course should be taken concurrently with 45:46. This class will meet two periods per week.

45:46. HARMONY I Two semesters, 6 hours

Construction and function of scales and intervals; triads and dominant seventh chords, root position and inversions; modulation; use of non-harmonic tones, correlated analysis and keyboard harmony.

101:102. HARMONY II Two semesters, 4 hours

Prerequisite: Music 45:46.

Construction and function of ninth, eleventh, and thirteenth chords, altered chords and modulation, correlated analysis, and keyboard harmony.

171:172. COUNTERPOINT Two semesters, 4 hours

Prerequisite: Music 45:46; 101:102 concurrently.

Species counterpoint in two or more parts: imitation, double counterpoint, canon and correlated analysis.

*174. ORCHESTRATION Second semester, 2 hours

Scoring and arranging for the instruments of the modern symphony orchestra and the concert band.

176. COMPOSITION Second semester, 2 hours

Prerequisites: Music 101:102; 171:172 recommended.

Principles of composition in the smaller forms; written work modeled on the analysis of such forms as the chorale, the art song, and the rondo.

MUSIC

MUSIC HISTORY

61:62. SURVEY OF MUSIC LITERATURE Two semesters, 4 hours

The impact of musical thought on western civilization during the past one thousand years. Illustrated lectures, discussions, and recordings. Music majors may not register for Music 61 except as an elective. One listening period per week is required.

141:142. HISTORY OF MUSIC Two semesters, 6 hours

Recommended prerequisite: Music 62 or 63.

Cultural and musical-technical aspects of the style and form of musical thought from antiquity to the present time. Two listening periods per week are required.

CHURCH MUSIC

24. PRINCIPLES OF CONDUCTING First semester, 2 hours

Basic concepts of notation, the study and application of principles of song leadership. This class meets three periods per week.

63. SURVEY OF CHURCH MUSIC Second semester, 2 hours

A course designed to meet the needs of religion majors and church musicians. A study of church music from Biblical times to the present. One listening period per week is required.

MUSIC EDUCATION

The studies in methods and materials involve not only development in actual performance ability and evaluation of available teaching materials; but also, and pre-eminently, a quest for pedagogical soundness and understanding of how to help individuals solve their musical problems.

***130. PIANO MATERIALS AND TECHNIQUES** Second semester, 2 hours

Methods, materials, and procedures for private and group piano instruction.

132. VOCAL MATERIALS AND TECHNIQUES Second semester, 2 hours

Principles of voice production and testing and classification of voices. The examination of suitable literature for ensemble and solo use.

***134. STRING MATERIALS AND TECHNIQUES** Second semester, 2 hours

A study of the stringed instruments in class and a survey of teaching materials for class and private instruction.

136. PERCUSSION MATERIALS AND TECHNIQUES Second semester, 1 hour

The use of percussion instruments in the band and orchestra. Techniques of performing all percussion instruments. Interpretation of band scores, balance and special effects of the percussion section.

137. BRASS MATERIALS AND TECHNIQUES First semester, 2 hours

A study of tone production, embouchure, fingerings, and practical pedagogic technique. A survey of the literature for the instruments and evaluation of teaching methods.

***139. WOODWIND MATERIALS AND TECHNIQUES**

Second semester, 2 hours

A study of tone production, embouchure, fingerings, and practical pedagogic

MUSIC

technique. Survey of the literature for the instruments and evaluation of teaching methods.

- *161. SECONDARY SCHOOL MUSIC** First semester, 2 hours
Curriculum, organization, and administration of choral, instrumental, and general music classes in the junior and senior high school.

- *181. CONDUCTING TECHNIQUES** First semester, 2 hours
This course is designed to give the music student the requisite skills for conducting choral and instrumental groups.

APPLIED MUSIC

- †3, 4.** Two semesters, 2 hours
Private instruction in voice, piano, organ, or orchestral instrument.

- †5, 6.** Two semesters, 2 hours
Class instruction in voice, piano, or orchestral instruments. This course is designed for the beginning student who would like to take applied music in small groups of from two to five at a reduced fee from the private lesson rate.

- 21, 22.** Two semesters, 2 hours
Prerequisite: Examination for freshman standing.
Private instruction in voice, piano, organ, or orchestral instrument.

- †53r., 54r.** Two semesters, 2 hours
Prerequisite: Music 3, 4 or 5, 6.
Private instruction in voice, piano, organ, or orchestral instrument.

- 71, 72.** Two semesters, 2 hours
Prerequisite: Music 21, 22.
Private instruction in voice, piano, organ, or orchestral instrument.

- 121, 122.** Two semesters, 4 hours
Prerequisite: Music 71, 72.
Private instruction in voice, piano, organ, or orchestral instrument.

- 151, 152.** Two semesters, 4 hours
Prerequisite: Music 121, 122.
Private instruction in voice, piano, organ, or orchestral instrument.

- 192. SENIOR RECITAL** 1 hour
The recital must be memorized with the exception of organ or instruments performing ensemble literature not generally memorized.

† Courses 3, 4; 5, 6; 53, 54 are open to any student of the college as elective credit toward the B.A. or B.S. degree. The music major or minor may not apply these toward his major performance area.

Courses 21, 22; 71, 72; 121, 122; and 151, 152 are courses primarily for the music major and minor, but they may be elected by anyone who passes the examination for freshman standing.

Instruction in voice, piano, organ, or orchestral instruments is offered both privately and in small classes. The following performance areas may be studied: violin, viola, cello, string bass, flute, oboe, clari-

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net, saxophone, bassoon, trumpet, French horn, trombone, baritone, marimba, and percussion instruments.

One semester hour will be allowed for a minimum of 15 half-hour lessons with four hours of practice per lesson. Participation in and attendance at student recitals, public and studio, will be considered a part of the regular work. Music majors and minors are required to attend a large percentage of the concerts and recitals on the campus, and each is urged to take advantage of the outstanding musical events sponsored by the SMC Lyceum Committee, the Fine Arts Series, and the Community Concerts or the Chattanooga Symphony.

Freshman standing for the music major or minor will be given by the music faculty at the time of the first semester examinations. Each student majoring in music must appear before the music faculty at the end of each semester to present a prepared program of technic and memorized compositions as his final examination. A music minor should pass freshman standing as well as take the applied examination at the completion of his applied music credit.

All music majors except those concentrating in keyboard instruments are required to pass an examination in piano. The student must be able to play hymns, moderately easy accompaniments and the major scales. At the time of the regularly scheduled semester examinations the student is to play before a committee of the music faculty. The piano examination should be passed during the freshman year or the student must register for applied piano instruction.

The major in music education and the liberal arts student will present a joint senior recital in which he plays 30 minutes. The performance major will present a full-length, memorized recital. The student may elect to have an assisting soloist or assisting small ensemble in which he participates.

MUSIC ENSEMBLES

Although there is no charge for participation in music organizations if credit is not desired, yet *students should register for entrance in the organization*. All students pursuing a music major must participate in a music organization each year of residence.

Each musical organization meets two periods per week and offers one-half hour credit each semester. Admission to any musical organization is by audition. Regular attendance at rehearsals is required.

Ensembles on campus are organized and sponsored by members of the staff.

NURSING

11r., 12r. **CONCERT BAND**

13r., 14r. **ORCHESTRA**

15r., 16r. **COLLEGE CHOIR**

17r., 18r. **MEN'S CHORUS**

19r., 20r. **COLLEGIATE CHORALE**

153:154. PIANO ENSEMBLE

Two semesters, 2 hours

Prerequisite: Music 54 or 72.

This course is designed to give the piano and organ major coaching and experience in accompanying and playing in a chamber ensemble.

155:156. VOCAL ENSEMBLE

Two semesters, 2 hours

Prerequisite: Music 54 or 72.

This course is designed to give the voice major coaching and experience in organization and participation in small vocal ensembles. The literature of the vocal and chamber music repertoire will be studied.

157:158. INSTRUMENTAL ENSEMBLE

Two semesters, 2 hours

Prerequisite: Music 54 or 72.

This course is designed to give the instrumental major coaching and experience in organizing and participating in small instrumental ensembles such as the string trio or quartet, the woodwind quintet, etc. The chamber music literature will be studied.

DIVISION OF NURSING

HARRIET SMITH
CATHERINE GLATHO
BARBARA BEAVERS
FLORENCE CULPAN
HELEN EMORI
GLADYS GARLAND

ZERITA HAGERMAN
MIRIAM KERR
CHRISTINE KUMMER
MERLE SILLOWAY
MARY WALDRON

PHILOSOPHY

The philosophy and objectives of Christian education as stated by the college, being based on a belief in God and Jesus Christ as the Creator and Redeemer, emphasizes the brotherhood and individual worth of man. It is on this basis that the philosophy and objectives of the Division of Nursing are built; therefore, the faculty of the Division accepts the responsibility for promoting the development of the physical, mental and spiritual wholeness of the student.

NURSING

The curriculum is built on the premise that education for the practice of nursing is best accomplished by a combined liberal arts and professional program. Throughout the curriculum an effort is made to promote learning through observation and individual investigation and to guide the student in obtaining and applying knowledge in an atmosphere which seeks to stimulate a spirit of inquiry.

The faculty believes that Christian professional nursing is a service that contributes to the betterment of health, the preservation of life and the prevention of disease. Such care is directed toward restoring man to wholeness and may be implemented through remedial measures, health teaching and the exemplary life of the nurse.

The Division has as its aim the preparation of the graduates for beginning positions in all areas of nursing, including public health.

OBJECTIVES

Curriculum offerings are planned to assist the student in developing:

1. Understanding of principles underlying nursing care thereby enabling the student to carry out necessary measures adequately and safely after sufficient orientation in policies and procedures of the agency.
2. Ability to identify spiritual, physical, social and emotional needs and assist in satisfying such needs.
3. Beginning skills in leadership.
4. Interest and ability to participate in health education.
5. Interest in continuous professional growth.
6. Ability to identify his role in the health team and function effectively.

Bachelor of Science in Nursing

MAJOR (Nursing)	64 hours
Including 27, 29, 54, 60, 104, 105, 110, 111, 120, 130, 140, 160, 165, 170, 192.	
Applied Arts, Home Economics 61 and 131	4 hours
Communication Arts	10 hours
English 1-2; Speech 5; Literature 51, 52, 61 or 62.	
Education-Psychology-Health	7 hours
Psychology 51, 112; P.E. 7, 8.	
Fine Arts	2 hours

NURSING

Natural Sciences	19 hours
Biology 11-12; 22; Chemistry 6, 6a, 7, 8.	
Religion	12 hours
Religion 11, 12; 54; 93; 95.	
Social Science	9 hours
Sociology 20; 61; 82; History 53 or 54.	

The curriculum covers four academic years and one summer session in which the student completes approximately half his work in liberal arts and science courses, and half in the major field, with a total of 130 semester hours.

The student spends the freshman academic year and the first semester of the sophomore year on the Collegedale campus. Following this, the student registers on the Orlando campus. The senior year is spent on the Collegedale campus, completing the major in nursing.

Students from other colleges having completed the prescribed curriculum for registration on the Orlando campus may be eligible to register in the sophomore year of the curriculum in nursing. The faculty reserves the right to make curriculum changes at any time in harmony with current trends in education.

Specific Entrance Requirements:

English	3 units
Mathematics (one of which must be Algebra; Business Math. not accepted)	2 units
Natural Science (one laboratory science required)	2 units
Social Science	2 units
Religion (one unit for each year in an academy, up to 3 units)	3 units

The Division reserves the right to ask any student who gives evidence that in any phase of work or social life he is out of harmony with the philosophy of the school or whose progress is in general unsatisfactory to withdraw or transfer to another field.

27. INTRODUCTION TO NURSING

First semester, 3 hours

A brief orientation to the field of nursing and the responsibilities of the nurse as a member of the health team. This course is designed to help the student to become aware of his own health needs and those of the public. It includes an introduction to some basic principles and skills of assessing a person's health status.

29. INTRODUCTION TO NURSING FUNCTIONS

First semester, 2 hours

An introduction to nurse-patient and nurse-co-worker relationships and to professional communication techniques.

NURSING

†54. NURSING I Either semester, 6 hours

An introduction to the care of patients manifesting common nursing problems. Emphasis is placed on the principles underlying the care given to all patients including comfort, hygienic, and rehabilitative measures. Some consideration is given to diet therapy, pharmacology and physical therapy.

†55. NURSING II Either semester, 6 hours

A continuation of Nursing I. The student is introduced to the nursing diagnosis through the care of selected patients with acute medical-surgical problems. Emphasis is placed on beginning ability to cooperate with the health team in providing for continuity of patient care in the home, hospital, and other agencies.

60. NURSING PROBLEMS A Either semester, 2 hours

Common components of the science of nursing are considered. Emphasis is also given to the professional development and relationships of the nurse with patients and co-workers.

†104. NURSING III Either semester, 6 hours

A continuation of Nursing II with emphasis on assisting the student to assess and plan in meeting more complex nursing needs of patients. Increased emphasis is given to individual patient health instruction.

†105. NURSING IV Either semester, 6 hours

Instruction includes nursing in disaster, out-patient departments, and selected medical-surgical specialties. The student is given an opportunity to become increasingly self-directed in giving and planning patient care.

110. NURSING PROBLEMS B Either semester, 2 hours

A continuation of 60 Nursing Problems A.

111. NURSING PROBLEMS C Second semester, 2 hours

A continuation of 110 Nursing Problems.

†120. MATERNITY NURSING Either semester, 6 hours

Prerequisite: Nursing I.

The study of pregnancy, labor, delivery, the post partum period and care of the newborn. Emphasis is placed on understanding and meeting total family health needs.

†130. NURSING OF CHILDREN First and second semesters, 5 hours

Prerequisite: Child Growth and Development, Nursing I.

Includes instruction in the principles of the nursing management of the sick child and the rehabilitative, preventative and control aspects as relating to disease and disabilities. Recognition is given to the role of the nurse in providing emotional support for the child and family.

†140. ORIENTATION TO NURSING LEADERSHIP Summer, 2 hours

Principles of team leadership and the administration of a nursing unit are considered. Includes investigation of pertinent questions which arise in the care of selected patients. Guided experience is provided in team leadership and in related activities.

160. PUBLIC HEALTH SCIENCE First semester, 2 hours

The study of the principles, trends, organization and administration of community health service. The epidemiology and control aspects of disease and environmental health principles are included.

PHYSICS

†165. PUBLIC HEALTH NURSING

Either semester, 6 hours

Includes study of the history and development of public health nursing and the responsibilities and activities of the nurse in such a program. Application of these principles are made to health programs sponsored by the Seventh-day Adventist Church. Practice in a public health agency includes conferences, clinics, family and school visits.

†170. PSYCHIATRIC NURSING

Either semester, 6 hours

Instruction covers knowledge, understanding, skills and attitudes essential to the nursing care of patients with psychiatric disorders. Preventative and rehabilitative aspects are included.

192. NURSING HISTORY AND TRENDS

Second semester, 2 hours

The development of nursing, including the progress of the Seventh-day Adventist health program; trends in nursing; opportunities for the graduate nurse; job selection; and placement after graduation.

DEPARTMENT OF PHYSICS

RAY HEFFERLIN

A. L. WATT

The courses in this subdivision are intended to present Physics as a typical science, and to acquaint students with its relation to other sciences and with some of its applications in the fields of research, engineering, radio communication, medicine, and dentistry.

Bachelor of Arts With a Major in Physics

MAJOR: A major in Physics requires thirty hours. Mathematics through differential equations is indispensable.

MINOR: A minor in Physics requires eighteen hours.

COURSE REQUIREMENTS

MAJOR (Physics)	30 hours
(Physics 51-52; Cognate requirement: Math. 11:12; 99, 100; 111, 112 may count on major)	
MINOR	18 hours

†Course includes correlated laboratory practice or field work. A semester hour of credit for laboratory practice or field work is defined as a three- or four-hour period of weekly practice for one semester or approximately eighteen weeks.

PHYSICS

English 1-2	6 hours
Literature 51, 52 or 61, 62	4 hours
Applied Arts	4 hours
Fine Arts, including 60 or 61	4 hours
Foreign Language (German or French recommended)	6-14 hours
P. E. 7, 8	1 hour
Religion	12-16 hours
Social Science	12 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

Pre-medical students will add Biology 45, 46; and 145; and Chemistry 1-2, 63, 102, 113-114.

Bachelor of Science With a Major in Physics

(For students planning graduate work in physics)

COURSE REQUIREMENTS

MAJOR (Physics)	40 hours
Including: Physics 51-52; 181, 182**. The remaining hours may be selected from any offering in the Physics Department, except Physics 2, from Physical Chemistry (Chemistry 151:152) and from Methods of Applied Mathematics (Math. 112)	
Minor	20 hours
Mathematics	21 hours
Including: Math. 11:12; 99, 100; 111.	
Chemistry 1-2	8 hours
Applied Arts	4 hours
Industrial Arts 1:2; 15:16; 51:52 recommended	
English 1-2	6 hours
Literature 51, 52, 61 or 62	2 hours
Fine Arts 60 or 61	2 hours
Foreign Language: German 21-22; 83-84	6-14 hours
(This requirement can be adjusted for those having started French or Russian.)	
P. E. 7, 8	1 hour

**Students who have worked in the department research project as research assistants may, with the approval of the department, waive an equivalent part of this requirement.

PHYSICS

Religion	12-16 hours
Social Science	10 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

*2. INTRODUCTION TO PHYSICS

Second semester, 3 hours

This course is designed specifically for students preparing for elementary school teaching. Simple demonstrations of physical principles, using materials available in the home or school, and discussion of basic ideas involved; emphasis is laid on application (to home appliances, automobile, and such things) and on the perception of character lessons in the material. Open only to students in elementary education curriculum. Two hours lecture, three hours laboratory, each week.

51-52. GENERAL PHYSICS

Two semesters, 8 hours

Prerequisite: Math. 11:12 or 5:6 or equivalent.

An introduction to the traditional fields of physics using a combination of everyday experiences with automobiles, musical instruments, etc., and the tools of algebra and trigonometry. Discussion of modern physics: atomic physics, x-rays, nuclear physics, earth satellites, and the like. Three hours lecture, three hours laboratory each week.

53-54. EXTRA HOUR OF GENERAL PHYSICS FOR MAJORS AND ENGINEERING STUDENTS

Two semesters, 2 hours

Prerequisite: Math. 99, 100 concurrently.

One class period per week on advanced problems and derivations relevant to the coursework in Physics 51-52. Open only to those who have taken or are taking Physics 51-52 and Math. 99, 100.

61-62. DESCRIPTIVE ASTRONOMY

Two semesters, 6 hours

An elementary study of our solar system and its relation to the stellar universe. Two hours lecture, three hours laboratory each week.

*81. ELECTRONICS

First semester, 4 hours

Prerequisite: One unit of secondary mathematics.

A non-mathematical treatment of common receivers, transmitters, and transducers as the microphone, speaker, and antenna. Three hours lecture, three hours laboratory each week.

91. INTRODUCTION TO INDUSTRIAL SPECTROSCOPY

Summer, 2 hours

Lectures, laboratory work, and field trips designed to introduce the student to the field of industrial spectroscopy. May be offered in the summer as a two-week "fast course" for convenience of those attending from long distances.

*92. ASTROPHYSICS

Second semester, 3 hours

Prerequisites: Math 11:12; Physics 51; Physics 52 concurrently.

Experimental information about the light from the stars is studied using the concepts developed in General Physics. Various states of matter; diffusion and scattering of radiation through matter. The material in this course does not depend heavily upon that of Descriptive Astronomy, and hence Physics 61 is not prerequisite to this course.





PHYSICS

*102. PHYSICAL OPTICS

Second semester, 4 hours

Prerequisites: Physics 51-52; Math. 99, 100.

Refraction, reflection, interference, and absorption of light are discussed from the standpoint of the particle and especially of the wave theories of light. The modern concept of the photon and of matter waves are used. Three hours lecture, and three hours laboratory each week.

103. KINETIC THEORY

First semester, 3 hours

Prerequisites: Physics 51-52; Math. 99, 100.

Many properties of gases, liquids, and solids can be derived from the assumption that matter is composed of small particles in motion. Three hours lecture each week.

104. NUCLEAR PHYSICS

Second semester, 3 hours

Prerequisites: Physics 51-52; Math. 100 concurrently.

The contributions of each of several models of the nucleus to our understanding of radioactivity, fusion and fission. Discussion of the source of stellar energy, and of age dating the universe. The inductive nature of our understanding of the nucleus will be stressed.

*123. ATOMIC PHYSICS

One semester, 3 hours

Prerequisites: Physics 51-52; Mathematics 100.

Analysis of atomic spectra from the Bohr—Sommerfeld-vector model of the atom.

*124. WAVE MECHANICS

One semester, 3 hours

Prerequisites: Physics 51-52; Mathematics 111.

"Derivation," application of boundary conditions, and solutions of Schrodinger's equation.

126. NUCLEAR PHYSICS INSTRUMENTS LABORATORY

Second semester, 1 hour

Prerequisite: Physics 52.

Electromagnetic measurements and radiation measurements; gamma ray intensity and absorption; dosimetry. Three hours laboratory each week.

*151:152. ANALYTIC MECHANICS

Two semesters, 6 hours

Prerequisites: Physics 51-52; Mathematics 111 concurrently.

The mechanics of general physics is reformulated in more advanced terms, and problems such as that of the gyroscope are discussed. Introduction to the theory of relativity. Vectors are discussed as needed.

161:162. ELECTRICITY AND MAGNETISM

Two semesters, 8 hours

Prerequisites: Physics 51-52; Math. 111 or concurrently.

The electromagnetic principles of general physics are reformulated in advanced terms so that problems may be discussed such as wave guides. Vectors are introduced as needed. Three hours lecture and three hours laboratory each week.

181, 182. SPECTROSCOPY

Either semester, Up to 4 hours

The student takes part in the research project under way in the Physics department and becomes familiar with research procedure and reporting. This course is limited to majors and minors.

191. PROBLEMS IN PHYSICS

Either semester, 1 hour

Individual research work in some field of Physics elected by the student.

DEPARTMENT OF RELIGION

OTTO CHRISTENSEN

DOUGLAS BENNETT
KENNETH DAVIS
ROBERT FRANCIS

GORDON HYDE
HERMAN RAY
CLIFFORD REEVES

The course in theological training at Southern Missionary College is integrated with the curriculum of the School of Religion at Andrews University, Berrien Springs, Michigan. This program requires five years, the first four of which are taken at this college and the fifth at the School of Religion. A total of 128 semester hours leading to the Bachelor of Arts Degree will be taken on the undergraduate level, and the fifth year in Religion will be taken on the graduate level.

Approval for entrance into, and continuance in, the ministerial curriculum of Southern Missionary College is to be secured from the sub-committee on Ministerial Recommendations, which is guided by the standards and procedures expected of each theology student. These standards and procedures for obtaining a degree in this field will be obtainable at the time of registration or from the Division of Religion office. Each theology student will be held responsible for obtaining this information.

ENTRANCE REQUIREMENTS FOR THE SCHOOL OF RELIGION

Those students planning to attend the School of Religion at Andrews University should closely observe the following list of requirements and recommended courses.

	<i>Semester Hours</i>
Religion and Applied Theology	36 hours
At least 26 hours in Bible	
Greek	12 hours
English, Literature, Speech	16 hours
History, Social Studies	16 hours
Natural Sciences	6 hours
Psychology, Education	7 hours
Health and Religion	2 hours
Total	95 hours

Electives to meet major, minor, and department requirements as well as the total hours required for the bachelor's degree.

RELIGION

It is recommended that the above minimum entrance requirements include the following courses or subjects:

Religion and Applied Theology

Life and Teachings of Jesus
Bible Doctrines
Daniel and the Revelation
The Spirit of Prophecy
Introduction to the Ministry (6 semester hours)

English, Literature, Speech

Composition
Literature (World Literature preferred)
Fundamentals of Speech

History

European Civilization
The Ancient World

Social Studies

Sociology or Political Science (a minimum of 3 semester hours)

Psychology, Education

General or Child Psychology (a minimum of 2 semester hours)
Principles of Education (a minimum of 2 semester hours)
Elementary School Administration (a minimum of 2 semester hours)
(To a total of 7 hours)

Bachelor of Arts With a Major in Theology

COURSE REQUIREMENTS AND RECOMMENDATIONS

MAJOR (Religion and Bible)	30 hours
Required: Bible 11, 12, 165, 166; Religion 5, 59, 60.	
Applied Theology	6 hours
Required: Introduction to the Ministry 175, 176; Recommended: Personal Evangelism 73.	
MINOR	18 hours
Psychology	7 hours

RELIGION

Required: Education 21, 51, 142.

English 1-2, Literature 51, 52 or 61, 62 10 hours

Speech 8 hours

Required: 5:6. 119-120.

Fine Arts 24 and 63 required 4 hours

Foreign Language 14 hours

Required: Greek 31-32; 101, 102.

Health 3 hours

Required: P.E. 7, 8; Health 53.

Natural Science—Mathematics 12 hours

(Six hours must be a science with laboratory)

Social Science 16 hours

Required: 1, 2; Recommended: 6, 82, 155, 156.

Applied Arts 4 hours

Electives—sufficient to make a four-year total of 128 semester hours.

Bachelor of Arts With a Major in Religion

Only students with a double major, pre-medical students, women or male students above 35 years of age at the time of their registration will be permitted to take a major in religion without meeting the other requirements of the theological curriculum.

COURSE REQUIREMENTS

MAJOR (Religion and Bible) 30 hours

Required: 5; 11,12; 59,60; 165; 166.

MINOR 18 hours

(Applied Theology does not count, except course 73)

English 1, 2; Literature 51, 52 or 61, 62 10 hours

RELIGION

Fine Arts 60 or 61	6 hours
Foreign Language	6-14 hours
P. E. 7, 8	1 hour
Natural Science—Mathematics	12 hours
Social Science 1, 2	12 hours
Applied Arts	4 hours

One of the following courses is required:

Education 21; Health and Religion 53	2 hours
Electives—sufficient to make a four-year total of 128 semester hours	

Minor: For a minor in religion 18 hours in Bible and Religion are required, of which 6 hours must be upper division. Applied Theology (except course 73) and religious history do not count.

Four-year Curriculum for Bible Instructor

Students who desire to take a four-year course of studies in preparation for the work of a Bible Instructor will be expected to meet the same admission requirements and scholastic performance as required of all candidates for the Bachelor of Arts degree.

COURSE REQUIREMENTS

MAJOR (Religion and Bible)	30 hours
Required: Bible 11,12; 165, 166; Religion 5; 53; 59; 60; Applied Theology 73.	
MINOR	18 hours
English 1, 2; Literature 51, 52 or 61,62	10 hours
Fine Arts 60 or 63; and at least 2 hours or its equivalent in piano or organ recommended	6 hours
Foreign Language (Greek recommended)	6-14 hours
Health 4; P.E. 7, 8	3 hours
Home Economics 1, 2; 41; Recommended: 25, 26; 61	10 hours
Natural Science—Mathematics:	12 hours
(Six hours must be a science sequence with laboratory)	
Social Science: Required: 1, 2; 82; Recommended: 6; 155, 156	12 hours
Speech 5:6	4 hours
Electives sufficient to make a four-year total of 128 semester hours.	

RELIGION

BIBLE

- 1, 2. BIBLE SURVEY** Two semesters, 4 hours
An introduction to the Scriptures, required of those who have not had Old or New Testament history in the secondary school. Exemption may be obtained by examination. Credit for this course does not apply on a major in religion.
- 11, 12. LIFE AND TEACHINGS OF JESUS** Two semesters, 4 hours
The inter-testamental background of the times of Jesus, as well as a chronological study of Jesus' life and teachings, as found in the four Gospels. Also included are the spiritual lessons from this study.
- **51, 52. SURVEY OF BIBLE PROPHECY** Two semesters, 4 hours
Introductory study of the great lines of Bible prophecy with special emphasis on the books *Daniel* and *The Revelation*.
- 131, 132. OLD TESTAMENT PROPHETS** Two semesters, 6 hours
A survey of the major and minor prophets of the Old Testament including a background of their lives and teaching, with the application of their messages for modern man.
- 151, 152. PAULINE EPISTLES** Two semesters, 6 hours
An exegetical study of the Pauline epistles in the order of their composition, including a background survey of the book of Acts.
- 165. DANIEL** First semester, 2 hours
Prerequisite: Social Science 1, 2 or 131, 132.
A comprehensive study of the great prophecies of the book of Daniel and their lessons for our day, including a survey of its background and historical setting. Special attention is given to the defense of the book against modern critics.
- 166. REVELATION** Second semester, 2 hours
Prerequisite: Social Science 1, 2 or 131, 132.
A study of the prophecies and symbolism of this book with their historical fulfillments and their intimate relationships to the prophecies of the book of Daniel.

RELIGION

- 5. PROPHETIC GIFT** First or second semester, 2 hours
A study of the Scriptural background of the Spirit of Prophecy in the Old and New Testament with special emphasis on its manifestation in the remnant church in harmony with prophetic predictions. Objections and problems connected with its manifestation will be given consideration.
- 53. ARCHAEOLOGY AND THE BIBLE** First semester, 2 hours
A survey of archaeological methods and its discoveries in relation to the Bible, involving its historical backgrounds and confirmation.
- †59, 60. FUNDAMENTALS OF CHRISTIAN FAITH** Two semesters, 4 hours
A study of the doctrines of the Christian faith and their application to life.
- 155. CHRISTIAN APOLOGETICS** First semester, 2 hours
A study of the defense of the Christian faith and Biblical doctrines of a

**Students taking course numbers 51, 52 will not be permitted to earn credit in course numbers 165 and 166.

RELIGION

polemical nature such as predestination, the problem of suffering, the nature of Christ, etc.

†160. **DOCTRINE OF THE ATONEMENT** Second semester, 2 hours

A study of the great underlying principles of the plan of salvation as illustrated to Israel by the sanctuary service.

†174. **MANUSCRIPTS OF THE BIBLE** Second semester, 2 hours

A study of the ancient sacred writings of Israel and their preservation and development into our present Bible, with emphasis on the discovery and classification of manuscripts and the various versions and revisions.

184. **ESCHATOLOGY** Second semester, 2 hours

A study of the concepts in prophetic literature that pertain to the end of the world and the consummation of the Christian hope.

†194. **PROBLEMS IN RELIGION** Second semester, 2 hours

Guided research in religious problems. Open only to religion majors with 20 semester hours credit in religion.

APPLIED THEOLOGY

73. **PRINCIPLES OF PERSONAL EVANGELISM** First semester, 2 hours

A study of methods for doing personal work in winning men to Christ, including the preparation and art of giving Bible studies. Credit for this course can apply on a major or minor in religion for all students except theology students.

119, 120. **HOMILETICS AND PULPIT DELIVERY** Two semesters, 4 hours

Prerequisite: Speech 5:6.

Training in the preparation and delivery of the various types of talks and addresses the Christian worker or preacher is called upon to give.

174. **EVANGELISTIC METHODS** Second semester or summer, 2 hours

A specialized course in the procedures of public evangelism and revivals generally offered in the summer under the direction of the Southern Union Conference evangelist. This will include learning and laboratory participation with college credit.

175. **INTRODUCTION TO THE MINISTRY** First semester, 3 hours

A study of the man who performs as a minister, including the call to the ministry, intellectual and spiritual qualification and ways in which he should be prepared in order to render successful service to the church.

176. **INTRODUCTION TO THE MINISTRY** Second semester, 3 hours

A study of the various duties and responsibilities of a minister and how to perform them.

RELIGIOUS HISTORY

†6, 7. **AMERICAN CHURCH HISTORY** Two semesters, 4 hours

The first semester involves a study of the Advent Movement as it grew and reached a climax in the nineteenth century and developed into the Great Second Advent Movement.

The second semester is a study of the various modern denominations as they took form here in America, and their doctrines. This will include

†Will not apply for State Teacher Certification.

RELIGION

such movements as Modernism and its allied philosophies, as well as the various smaller sects.

155. 156. HISTORY OF CHRISTIANITY

Two semesters, 6 hours

A study of the development of the Christian Church from its apostolic origin to the present time with emphasis on the internal problems that eventually formed the background for present-day Christianity and its various divisions.

Two-year Curriculum for Bible Instructor

For admission requirements see page 36.

This curriculum is intended to prepare young women for work as Bible instructors in connection with the evangelistic activities of the Seventh-day Adventist denomination.

Religion 1, 2 (or 11, 12); 5; 59, 60	12 hours
English 1-2	6 hours
Applied Theology 73	2 hours
Natural Science	6 hours
Social Science 1, 2, 82	8 hours
Home Economics 1, 2	5 hours
Speech 5:6	4 hours
P.E. 7, 8; Health & Religion 53	3 hours
Fine Arts 60 or 63	4 hours
Psychology 51	3 hours
Electives	10 hours

Religion Courses Offered on the Orlando Campus

54. PRINCIPLES OF SPIRITUAL THERAPY AND WORLD RELIGION

Either semester, 2 hours

An understanding and use of the basic principles of Christianity as taught and applied in the medical ministry of Christ. A survey of the non-Christian religions with a more detailed study of the major Christian religions emphasizing how a knowledge of these beliefs may assist the nurse in professional relationships.

93. FUNDAMENTAL BIBLE PRINCIPLES

Either semester, 2 hours

A study of the teaching of the Bible as related to modern life.

95. PERSONAL EVANGELISM

Second semester, 2 hours

Basic Bible truths and methods of sharing these truths effectively with others are studied with special consideration given to recognizing and developing opportunities for spiritual ministry in Christian nursing service.

BIBLICAL LANGUAGE

BIBLICAL LANGUAGE AND LITERATURE

MINOR REQUIREMENT: A minor in Biblical Languages may be obtained by 18 hours in Greek or with 14 hours of Greek plus 6 hours of Hebrew.

GREEK AND HEBREW

31-32. ELEMENTS OF NEW TESTAMENT GREEK Two semesters, 8 hours

A study of the grammar and syntax of the vernacular *koine* Greek of New Testament times, with readings in the Epistles of John.

101, 102. INTERMEDIATE NEW TESTAMENT GREEK Two semesters, 6 hours

A course in translation of readings from the Gospel of John and Revelation, with vocabulary building, advanced studies in grammar and syntax, with exegetical interpretation of the original text.

***121-122. BEGINNING HEBREW** Two semesters, 6 hours

The elements of Hebrew grammar, including the vowel system, vocabulary, writing, and selected reading from the Old Testament.

DEPARTMENT OF SECRETARIAL SCIENCE

CHARLES READ

THERESA BRICKMAN

NORMA KELLAMS

The courses in this area of study are designed to prepare young men and young women for work as office secretaries primarily in denominational institutions and for office work in general.

Bachelor of Science With a Major in Secretarial Science

COURSE REQUIREMENTS

MAJOR (Secretarial Science)	30 hours
Including 40; 51; 55; 56; 63; 64; 72; 76; 109 or 112; 127 or 128; 141; 146.	
Courses 9, 10, 13, 14 do not apply toward this major.	
MINOR	18 hours
Business Administration 11 or 31:32; 55, 56; 71, 72	13 hours
Education—Psychology 51	3 hours

SECRETARIAL SCIENCE

English 1-2	6 hours
Literature 51, 52 or 61, 62	4 hours
Applied Arts	4 hours
Fine Arts 60 or 61	4 hours
P.E. 7, 8	1 hour
Natural Science—Mathematics	12 hours
Religion	12-16 hours
Social Science	12 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

Bachelor of Science With a Major in Medical Secretarial Science

COURSE REQUIREMENTS

MAJOR (Secretarial Science)	38 hours
Including 40, 51, 55, 56, 58; 63, 64; 73, 76, 77, 78, 128, 136, 141, 146, 177, 178. Courses 9, 10, 13, 14 do not apply toward this major.	

MINOR	18 hours
Business Administration 11 or 31:32; 55, 56; 71, 72	13 hours
Education—Psychology 51	3 hours
✓ English 1-2	6 hours
Literature 51, 52 or 61, 62	4 hours
Applied Arts	4 hours
Fine Arts 60 or 61	4 hours
Health 22; P.E. 7, 8	3 hours
Natural Sciences—Biology 11:12; 22	12 hours
✗ Religion	12-16 hours
2 Social Science	8 hours
Electives—sufficient to make a four-year total of 128 semester hours.	

Two-year Diploma Requirements in Secretarial Science

COURSE REQUIREMENTS

Secretarial Science: 9†, 10†, 13†, 14†, 40, 51, 55, 56; 63, 64; 72, 76	32 hours
Business Administration 11 or 31:32	3 hours
Education—Psychology 51	3 hours

†This requirement may be met by having high school equivalents.

SECRETARIAL SCIENCE

English 1-2	6 hours
Fine Arts 60 or 61	2 hours
P.E. 7, 8	1 hour
Religion	6 hours
Social Science	2 hours
Electives—sufficient to make a two-year total of 64 semester hours.	

Two-year Diploma Requirements in Medical Secretarial Science

COURSE REQUIREMENTS

Secretarial Science: 9†, 10†, 13†, 14†, 40, 51, 55, 56, 58; 63, 64; 73, 76, 77, 78	36 hours
Biology 11, 12	6 hours
Business Administration 11 or 31:32	3 hours
Education—Psychology 51	3 hours
English 1-2	6 hours
Fine Arts 60 or 61 required	2 hours
Health 22; P.E. 7, 8	3 hours
Religion	6 hours
Social Science	2 hours
Electives sufficient to make a two-year total of 64 semester hours.	

SECRETARIAL SCIENCE MINOR: Eighteen hours. Required courses: Secretarial Science 55, 56, or equivalent, 63, 64, and 72. Secretarial Science 9, 10, 13, 14, do not apply.

MEDICAL SECRETARIAL SCIENCE MINOR: Eighteen hours. Required courses: Secretarial Science 55, 58, or equivalent, 63, 64, and 73. Secretarial Science 9, 10, 13, 14 do not apply.

9. SHORTHAND

First semester, 4 hours

Prerequisite: Secretarial Science 13 must be taken concurrently with this course unless the student has had the equivalent.
Fundamental principles of Gregg Shorthand simplified. Five class periods each week.

10. SHORTHAND

Second semester, 4 hours

Prerequisite: Secretarial Science 9, or equivalent to one unit of high school shorthand. Secretarial Science 14 must be taken concurrently with this course unless the student has had the equivalent. 70 words a minute required. Five class periods each week.

SECRETARIAL SCIENCE

13. TYPEWRITING

First semester, 2 hours

Five class periods each week. One hour laboratory a week is required. Students who have had $\frac{1}{2}$ unit of high school typewriting may receive 1 hour. Teacher to be consulted for entrance date. 35 words a minute for 5 minutes required.

14. TYPEWRITING

Second semester, 2 hours

Prerequisite: Secretarial Science 13, or equivalent of one unit of high school typewriting. Five class periods each week. One hour laboratory a week is required. 50 words a minute for 10 minutes required.

20. CLERICAL PRACTICE

Second semester, 3 hours

A course designed to develop office initiative and efficient service. The student will learn to perform work related to office machines, voice transcription, mailing, telephoning, and meeting callers as well as personality development, good grooming, and etiquette. Three class periods and two hours laboratory each week.

40. FILING

Either semester, 2 hours

A course in the theory and practice of modern systems of filing.

51. VOICE TRANSCRIPTION

Either semester, 1 hour

Prerequisites: Freshman Composition; typing speed of 60 words a minute; permission of the department.

A course in the operating of voice-writing equipment with emphasis on mailable transcriptions. Three laboratory hours each week.

55. INTERMEDIATE SHORTHAND

First semester, 3 hours

Prerequisite: "C" standing in Secretarial Science 10; simultaneous registration, Secretarial Science 63. Four class periods each week. 90-100 words a minute required.

56. INTERMEDIATE SHORTHAND

Second semester, 3 hours

Prerequisite: Secretarial Science 55 or equivalent; simultaneous registration, Secretarial Science 64. Four class periods each week. 100-120 words a minute required.

58. MEDICAL SHORTHAND

Second semester, 3 hours

Prerequisites: Secretarial Science 55, or equivalent, simultaneous registration, Secretarial Science 56 and 64, and permission of the department.

A study of shorthand outlines for medical terms—their pronunciation, their spelling, and their meaning. Four class periods each week.

63. SECRETARIAL TYPEWRITING AND TRANSCRIPTION

First semester, 2 hours

Prerequisite: Secretarial Science 14 or two units of high school typewriting. Simultaneous registration, Secretarial Science 55.

A course in rapid transcription from shorthand notes. Emphasis is also placed on special letter-writing problems, tabulation, manuscripts. Five class periods each week. One practice period is required.

64. SECRETARIAL TYPEWRITING AND TRANSCRIPTION

Second semester, 2 hours

Prerequisite: Secretarial Science 63; Simultaneous registration, Secretarial Science 56 or 58.

Mailable transcripts. Special attention given to practice in preparing type-written outlines, reports, theses, and bibliographies. Five class periods each week. One practice period is required. 60 words a minute for 10 minutes required.

SECRETARIAL SCIENCE

- 72. SECRETARIAL DEVELOPMENT** Second semester, 2 hours
Prerequisite: Ten hours of Secretarial Science, or the consent of the instructor.
A study of business ethics, procedures, and techniques used by the secretary.
- 73. MEDICAL SECRETARIAL DEVELOPMENT** First semester, 3 hours
Prerequisite: Ten hours of Secretarial Science, or the consent of the instructor.
A course to prepare students to take care of the specialized duties in a physician's office.
- 76. BUSINESS MACHINES** Either semester, 2 hours
Prerequisite: Secretarial Science 13, or equivalent.
The theory of and practice in the use of the following office machines: key-driven and rotary calculators, full keyboard and ten-key adding listing machines, stencil, and direct-process duplicators. Six hours laboratory each week.
- 77. MEDICAL ASSISTANT TECHNIQUES** First semester, 2 hours
Prerequisite: Ten hours of Secretarial Science or the consent of the instructor.
This course is designed to give instruction in office nursing techniques; such as sterilization, hypodermics, medicines, contagious diseases, preparing patients for examination, and doing simple laboratory tests. Two 2-hour periods of lecture and laboratory each week.
- 78. CLINICAL OFFICE PRACTICE** Second semester, 1 hour
Prerequisites: Secretarial Science 73 and 77.
This course is based on supervised practice in handling actual medical office routine. Three hours of laboratory work each week.
- *109. SHORTHAND REPORTING** First semester, 3 hours
Prerequisite: Twelve hours of Secretarial Science (including courses 55, 56, 63, and 64 or equivalent). Must be enrolled concurrently in Secretarial Science 127.
Rapid dictation of congressional and other technical materials. 130-140 words a minute required.
- 112. DENOMINATIONAL REPORTING** Second semester, 3 hours
Prerequisite: Twelve hours of Secretarial Science (including courses 55, 56, 63, and 64, or equivalent). Must be enrolled concurrently in Secretarial Science 128.
- 127. ADVANCED TRANSCRIPTION** First semester, 1 hour
Prerequisite: Twelve hours of Secretarial Science (including courses 55, 56, 63, and 64, or equivalent). Must be enrolled concurrently in Secretarial Science 109 or 136.
- 128. ADVANCED TRANSCRIPTION** First semester, 1 hour
Prerequisite: Twelve hours of Secretarial Science (including courses 55; 56; 63; 64; or equivalent). Must be enrolled concurrently in Secretarial Science 112 or 136.
- 136. ADVANCED MEDICAL DICTATION** Second semester, 3 hours
Prerequisite: Twelve hours of Secretarial Science (including courses 55, 58, 63, or 64, or equivalent). Must be enrolled concurrently in Secretarial Science 128.
A course emphasizing medical terminology and continuation of special medical dictation of technical case histories, medical news articles, and lectures.

SECRETARIAL SCIENCE

141. BUSINESS AND OFFICE MANAGEMENT

First semester, 3 hours

Major emphasis is placed on application of business management principles to the problems of the businessman and on the organizing of business and secretarial offices. Attention is given to the training of office employees, selection of equipment, and flow of work through the office.

146. BUSINESS COMMUNICATION

Second semester, 3 hours

Prerequisite: English 1-2.

A study and application of the modern practices in oral and written business communication. Accuracy in grammar, spelling, and punctuation, and the writing of well-knit sentences and clear paragraphs are taught as a means of effective expression in business-letter writing.

151. ADVANCED OFFICE MACHINES

First semester, 1 to 3 hours

A course designed for students who wish to specialize on particular office machines. One class period and three hours laboratory a week for each semester hour of credit.

174. APPLIED SECRETARIAL PRACTICE

Either first or second semester, 1 to 3 hours

Prerequisite: For secretarial science majors and prospective business teachers. This course is based on an activity program which provides practical experience in representative types of office situations.

*178. MEDICAL WORK EXPERIENCE

Second semester, 2 hours

This course is designed to give actual medical secretarial experience before the graduate is called upon for professional performance. To be taken either off or on the campus.

181. SECRETARIAL PROBLEMS

Either first or second semester, 1 or 2 hours

Prerequisite: Open only to seniors majoring in Secretarial Science. Problems are assigned according to the experience and interests of the student.

185. MATERIALS AND METHODS IN TEACHING SECRETARIAL SCIENCE

First semester, 1-3 hours

A study of the specialized methods and procedures, observation, and demonstration of teaching techniques in shorthand, typewriting, or bookkeeping.

One-year Course in Clerical Training

COURSE REQUIREMENTS

Secretarial Science: 13, 14, 20, 40	9 hours
Business Administration 11	3 hours
English 1, 2	6 hours
Religion	4 hours
Psychology 51	3 hours
Speech 5	2 hours
Physical Education	1 hour
Electives	4 hours

This one-year course in Clerical Training is designed to prepare students from the secondary schools for general office work. The student will receive training in the use of voice-writing machines, adding machines, and duplicating machines.

A certificate will be given upon completion of this course.

PRE-PROFESSIONAL CURRICULUMS

Southern Missionary College offers pre-professional and pre-technical curriculums in a wide variety of fields. These open the way for students to enter professional schools of their choice for more specific training, or to enter upon a career as technicians.

The College is prepared to cooperate with students desiring to enter fields not listed below, and will work out special sequences of courses needed to meet the entrance requirements to such institutions as may be chosen.

MEDICINE

Nearly all medical colleges now require a bachelor's degree of all candidates. Therefore students who later expect to enter a medical college should register as candidates for a Bachelor of Arts Degree, selecting suitable majors and minors.

Students planning to transfer to the Loma Linda University Medical School, or any other medical college, should select entrance courses as outlined in the current bulletin issued by that college. Currently these essential courses include:

	<i>Semester Hours</i>
Biology 45, 46; and 145	11
English 1-2	6
Foreign Language	6-14
Chemistry 1-2; 63; 102; 113-114	20
Mathematics 5:6 or 11:12	6
History	6
Physics 51-52	8
Religion	12-16

The quality of scholarship required for entrance demands that a grade-point average in natural sciences and other subjects, figured separately, should be not less than 1.5 and a higher grade-point average is desirable.

DENTAL

Class A dental colleges require a minimum of two years (sixty hours) of college work, including certain prescribed courses. Students planning to enter the Loma Linda Dental School should plan on three years of college work, to include the following courses:

PRE-PROFESSIONAL

	<i>Semester Hours</i>
Biology 45, 46 and 145	11
Chemistry 1-2; 113-114	16
English 1-2	6
Mathematics 5:6 or 11:12	6
Physical Education 7, 8	1
Physics 51-52	8
Religion	8

MEDICAL LABORATORY TECHNOLOGY

Southern Missionary College prepares students for admission to the School of Medical Laboratory Technology of the Loma Linda University. Admission requirements to this pre-medical technology curriculum are the same as for curriculums leading to the Bachelor of Science Degree. Three years of college, totaling 96 semester hours, are required as preparation for entrance to a school of medical technology. The 96 hours must include:

	<i>Semester Hours</i>
History 53 or 54	3
American National and State Government 115	3
Mathematics 5:6 or 11:12	6
Physics 51-52	8
Biology 11, 12; 22; 45, 46	18
Chemistry 1-2; 63; 102; 113-114; 171	24
Religion	12
English 1-2	6
Psychology 51	3
Foreign Language	8

A student presenting two units of the same foreign language from the secondary school may be exempted from this requirement.

Biology 146 may be substituted for Biology 11.

Further information regarding the requirements of the School of Laboratory Technique, Loma Linda University, Loma Linda, California, may be obtained from the bulletin of that school. Students who complete the above courses in college plus the one-year laboratory technician's curriculum in the School of Laboratory Technique at the Loma Linda University will receive the Bachelor of Science Degree from that institution.

PRE-PROFESSIONAL

X-RAY TECHNOLOGY

Thirty semester hours are needed for admission to the Loma Linda University School of X-ray Technique. The following courses should be taken:

Semester Hours

Anatomy and Physiology 11, 12	6
Chemistry 7-8	6
Mathematics 5:6 or 11:12	6
General Physics 51-52	8
Religion	6

The requirements for entrance into schools for X-ray technicians vary greatly. The student must acquaint himself with the specific requirements of the school of his choice. A list of approved schools for X-ray technicians can be obtained by writing to The American Society of X-ray Technicians, 16 Fourteenth Street, Fond du Lac, Wisconsin. Although matriculants of shorter training courses with less requirements are free to enter the field in competition with highly-skilled workers, their deficiencies are soon apparent and it is likely to become a disappointing experience. The growing demand for better-trained technical workers is tending toward still higher pre-training requirements, and to eliminate short-cuts and poorly supervised training courses.

OPTOMETRY

The optometry course usually consists of a five-year curriculum, the first two years of which may be taken in an accredited college. The following courses which should be included in the two years' work will fulfill the requirements in most colleges of optometry. The student, however, should check with the requirements of the school of his choice. A list of approved colleges may be secured by writing to The American Optometry Association, 4030 Chouteau Avenue, St. Louis 10, Missouri.

Semester Hours

Biology 45, 46	8
Chemistry 1-2	8
English 1-2	6
Mathematics 11:12; 99:100	16

PRE-PROFESSIONAL

P.E. 7, 8	1
Physics 51-52	8
Psychology 51	3
Religion	6

PHARMACY

Two years of college work are required for admission to schools of pharmacy. The student must learn the specific requirements from the pharmacy school of his choice. A list of accredited colleges of pharmacy may be secured by writing to the American Pharmaceutical Association, 2215 Constitution Avenue, N.W., Washington 7, D.C., The Bachelor of Science degree in Pharmacy may be obtained at the University of Tennessee and most other universities in three additional years after completing the following courses at Southern Missionary College. Only students having an average of "C" are admitted to schools of pharmacy. The following courses are required by the University of Tennessee:

	<i>Semester Hours</i>
English 1-2	6
Speech	2
Literature or foreign language	2
Zoology 45, 45 (or equivalent)	8
Physics 51-52	8
Mathematics 11:12 or 5:6	6 to 8
General Chemistry 1-2	8
Economics	3
Political Science, Sociology or History	3
Electives to make a total of at least 60 semester hours.	

The electives should be scheduled in Business Administration or the social or natural sciences. Quantitative Analysis is recommended.

PHYSICAL THERAPY OCCUPATIONAL THERAPY

The Loma Linda University requires two years of college work for admission. The following courses should be included in the pre-physical therapy curriculum.

PRE-PROFESSIONAL

	<i>Semester Hours</i>
Religion	8
History 53 or 54	3
Political Science 115	3
Psychology 51 and electives	6
English 1-2	6
Speech 5:6	4
P.E. 7, 8 and electives	2
†Biology 22; 45, 46	12
Chemistry 7-8 (or 1-2)	6

The Pre-Occupational Therapy requirements are the same as the Pre-Physical Therapy requirements with the exception of the following:

Sociology	3
Psychology 51 and electives (Child, Adolescent, Abnormal)	6
Electives from any field to make total of 62 sem. hrs.	

DENTAL HYGIENE

Students planning to take the Dental Hygiene Curriculum at Loma Linda University should take two years of college work (64 semester hours) including the following:

	<i>Semester Hours</i>
Anatomy and Physiology	6
Zoology or Biology	4
Chemistry	6
English Composition and Literature	6
Speech	2
Psychology	9
Sociology	3
American History and Constitution	6
Religion	4
Electives to total	60

ENGINEERING

Although Southern Missionary College does not offer an engineering degree, a two-year preparatory curriculum is offered, the completion of which enables students to transfer to an engineering school without

†Other Biology courses may be substituted but Human Anatomy and Physiology will not apply. General Zoology is recommended.

PRE-PROFESSIONAL

loss of time. For the first two years all engineering students take approximately the same natural sciences, mathematics, and core-curriculum courses. The following embodies the basic requirements.

	<i>Semester Hours</i>
Chemistry 1-2	8
English 1-2	6
Mathematics 11:12; 99:100	16
P.E. 7, 8	1
Physics 51-52; 53-54; 81	14
Industrial Arts 1:2	4
Religion	8

LAW

The program below has been fashioned to meet the requirements of the Law School of the University of Tennessee and others accredited by the National Association of American Law Schools. Students who complete 96 semester hours with a grade-point average of 1.0 or better may receive the Bachelor of Arts Degree from Southern Missionary College upon satisfactory completion of 32 semester hours in the law school provided:

1. That the last year of pre-professional work be taken in residence at Southern Missionary College.
2. That application for this degree be made before entering the law school.
3. That the student maintain up to the time of his graduation a pattern of living and conduct compatible with the aims and objectives of Southern Missionary College.
4. That the student fulfill the requirements for a major and a minor.

The courses as outlined below should be in the three-year curriculum necessary for entrance to a law school.

	<i>Semester Hours</i>
English 1-2; 51, 52 or 61, 62	10
Language	6-14
Religion	12
Science	12
Social Science 53, 54, 115	9
Business Administration 55, 56	4
Psychology	3
Speech 5:6	4

FINANCIAL INFORMATION

EXPENSES

Having met the full financial and labor requirements the student has actually covered only part of the full cost of his instruction and maintenance. The deficit is covered by gifts, subsidies, and funds from other sources. The educational opportunity afforded each student in Southern Missionary College represents a large investment in land, buildings and equipment, averaging nearly seven thousand dollars for each student enrolled.

BASIC COSTS

RENT IN RESIDENCE HALLS

Residence Hall accommodations are rented for the school year and charged to the student in nine equal payments September through May. Should a student discontinue school before the end of the term his room charge shall end with the close of the month during which he leaves. The basic monthly room charge is as follows:

New Women's Residence Hall	\$25.00
Talge Hall and Maude Jones Hall—men	21.00
Room with adjoining bath	23.00

This charge is based on two students occupying a room. A student may be granted the privilege of rooming alone when sufficient rooms are available. The surcharge for this arrangement is \$5.00 monthly. Where three students occupy one room, the monthly charge per student is reduced by \$2.00. No refund is made because of absence from the campus either for regular vacation periods or for other reasons.

MARRIED STUDENTS' HOUSING

The college provides approximately forty-five apartments for married students. These range in size from one room to four rooms and most are unfurnished. Rents range from \$20.00 per month to \$45.00 per month. Prospective students are invited to write to the Director of Student Finance for details. A reservation deposit of \$10.00 is charged. This is refunded on the student's final statement of the school year pending satisfactory clearance of housing.

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There are fifty or more privately owned apartments in the Colledge-dale community. These also are available to students. Information may be supplied by the Director of Student Finance upon request.

BOARD CHARGES

The cafeteria plan of boarding is used, which allows the student the privilege of choosing his food and paying only for what he selects. The minimum monthly charge for dormitory students is \$20.00 for women and \$24.00 for men. This covers a full calendar month. Board charges for students vary greatly. The average monthly charge of the past school year was approximately \$40.00 for men and \$30.00 for women. However, individual charges varied from minimum to over \$70.00 for men and from minimum to nearly \$60.00 for women.

No reduction of the minimum charge is made for absence from the campus except for specified vacations of one week or more, and in cases of emergency. Three meals a day are served. Students living in the residence halls are expected to take their meals in the dining room.

ADVANCE PAYMENT

An advance payment on or before the date of registration is required of all students including veterans and those expecting colporteur or teaching scholarships. Included in this advance payment is a deposit which is refunded at the close of the school year or upon withdrawal from school.

The amount of this advance payment is determined as follows:

- A. Those being charged housing, tuition, and board \$175.00
- B. Those being charged any two of the three above 150.00
- C. Those being charged any one of the three above 125.00

Students registering for music only are not required to pay any advance deposit or general fee, but there is a \$2.00 registration fee for all such music students. However, a rental will be levied for use of piano or organ.

The advance payment is distributed as follows:

General Fee	\$50.00
Student Association Fee	15.00
Medical	up to 30.00
Breakage charges	Actual
Refunded at close of year	Balance

General Fee—The General Fee is included in the advance payment. It includes charges for lyceum programs, library fee, laboratory fees, charges for musical organizations, graduation expense, matriculation expense, and rentals on pianos, organs, musical instruments, and typewriters for those whose classes require the use of such.

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A 50 per cent refund on the General Fee will be credited to any student withdrawing on or before the completion of the first nine weeks. No refund will be granted thereafter.

For those entering the second semester, the General Fee shall be 70 per cent of the yearly charge. A 25 per cent refund will be given to those entering second semester but withdrawing during the first five weeks of the second semester.

No separate charges are levied for laboratory, music organizations, library, lyceum, or equipment rentals.

Student Association Fee—The Student Association of Southern Missionary College publishes the school paper, *The Southern Accent*, and the annual, *The Southern Memories*. The Student Association also has other financial obligations such as school projects, the payment of minimum stipends to a few students holding major offices, etc. To cover the costs of these various endeavors a fee of \$15.00 per student per year is required. This fee is included in the advance payment and is not refundable.

In the case of married students both attending school only one student association fee is charged per family. However, a charge will be made for the extra photo required for the annual.

Medical Fee—

- | | |
|--|---------|
| A. Blue Cross-Blue Shield (required of dormitory students not covered by equivalent insurance elsewhere) | \$15.00 |
| B. Medical examination (required of all students who have not submitted the medical examination form fully completed by a competent physician before registration) | 5.00 |
| C. Infirmary care (for dormitory students only) | 10.00 |
- Balance of the advance payment will be refunded on the final statement of the school year.

TUITION AND FEES—For 1962-63 Fiscal Year

Semester Hours	Tuition Per Sem.	Tuition Per Year	General Fee
1	\$ 23.00	\$ 46.00	\$ 5.00
2	46.00	92.00	10.00
3	69.00	138.00	15.00
4	92.00	184.00	35.00
5	115.00	230.00	35.00
6	138.00	276.00	35.00
7	161.00	322.00	50.00

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8	184.00	368.00	50.00
9	207.00	414.00	50.00
10	230.00	460.00	50.00
11	245.00	490.00	50.00
12	260.00	520.00	50.00
13	275.00	550.00	50.00
14	290.00	580.00	50.00
15	305.00	610.00	50.00
16	320.00	640.00	50.00
17	335.00	670.00	50.00
18	350.00	700.00	50.00

Tuition charges for the first semester are made in four monthly installments beginning with the month of September. Tuition charges for the second semester are also made in four monthly installments, February through May. The student's class load as of the close of the second week of school becomes the basis of the tuition charge regardless of subsequent reductions in the class program. Late additions, if permitted, will be reflected in an increase in the tuition charged.

It is assumed to be the earnest purpose of each student to secure an education, and since even those working their entire way have time for as much as one half of a full-class load, each residence hall student is urged to carry at least that much school work. Except by permission of the President's Council, the minimum course load a student may carry is eight hours.

The College assumes no responsibility to provide work to students enrolled for less than eight semester hours of class load.

MUSIC TUITION

The charge for any private music instruction is \$42.00 per semester, or \$84.00 for the year, for a minimum of 15 lessons per semester. This charge is made in eight installments of \$10.50 each, in the same manner as the regular tuition. In addition to private instruction in voice, classes of from two to five students are arranged at a cost per student of \$22.00 per semester. All persons who wish to take music must enroll for it at the Office of Records even if they are not taking it for credit or if music is all they are taking. There is a \$2.00 registration fee for those who are taking music only.

Students are expected to enroll for private lessons or class instruction in an instrument or voice by the semester. Each student will receive a minimum of 15 lessons per semester. After the second full week of school, refunds will be permitted only in cases of prolonged illness or withdrawal from school.

SOUTHERN MISSIONARY COLLEGE

1962-63

Financial Plans — Residence Hall Students

Plan	Sem. Hours	Hours Labor Per Week	Monthly			Year		
			Cash	Labor	Total	Cash	Labor	Total
1	16	0	\$139.00		\$139.00	\$1251.00		\$1251.00
2	16	10-12	104.00	\$35.00	139.00	936.00	315.00	1251.00
5	14-16	18-20	80.00	55.00	135.00	720.00	495.00	1215.00
4	12	26-28	45.00	80.00	125.00	405.00	720.00	1125.00
*5	8	34-36		110.00	110.00		990.00	990.00

This summary is based upon the following: Tuition, an average monthly board bill of from \$35.00 to \$40.00, a labor pay rate of \$.75 per hour (they vary from \$.65 to \$1.15), and room rent and laundry expense. No books or music lessons are included in this summary. The expense items covered by the advance payment, as well as tithe, or church offerings are not included.

The "Plans" are only approximate. With the great variance of board bills and labor rates, the cash required, after labor credits, may vary considerably from the above estimates. The amount to be paid is that called for by the monthly statement you will receive about the 7th of each month. Tuition is divided into eight charges, beginning with the September statement and extending through May with the exception of January when no tuition charge is made on the account.

The figures shown as "hours labor per week" are the average allowed. Therefore, students may be required to adjust their hours in accordance with individual capacity.

*Only a few students can be accepted on Plan 5, an all work basis. Write the Director of Student Finance for any financial information needed.

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BREAKAGE DEPOSIT

Students registered in certain laboratory classes will be charged a \$5.00 Breakage Deposit at the time they are assigned a laboratory locker and issued supplies and/or equipment. This amount, less any breakage, will be refunded to the student at the close of his course provided he cleans his locker and equipment in the manner prescribed by the laboratory department involved.

ROOM DEPOSIT FOR SINGLE STUDENTS

Single students not living with their parents are required to reside in one of the College Residence Halls. A residence hall room may be reserved by mailing a \$10.00 room deposit to the Director of Admissions and Records at the college. This deposit will be refunded on the final statement of the school year if the room has been left in good repair and clean. To receive a refund of the room deposit, the student on leaving must fill in the appropriate check-out form provided for this purpose, having it approved by the residence hall dean and submitting it to the Business Office.

This deposit is not refundable to students who do not register unless notice of nonattendance is received by the College on or before August 15.

HOUSING DEPOSIT FOR MARRIED STUDENTS

Married students accepted for the ensuing term should contact the Director of Student Finance of the College should they desire to reserve housing from the College. Once housing accommodation is agreed upon, it can be reserved by mailing a \$10.00 room deposit to the attention of the Director of Student Finance.

This deposit will appear to the credit of the student at the time of his departure provided the accommodation is left in good order.

Since the deposit serves not only as a reservation fee but also as a guarantee that the accommodation will be left in good order, all students registered and living in college housing will be charged this deposit.

In case the student's application is not accepted; or if notice of nonattendance is given the College three weeks before the opening of the term, the deposit will be refunded.

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LATE REGISTRATION

For late registration \$5.00

MARRIED COUPLES AS STUDENTS

For a married couple, enrolled for a total of eighteen hours or more of school work, the regular advance payment, general fee, and schedule of tuition charges shall apply to each.

When a married couple enrolls for a combined total of seventeen hours or less of school work, they shall be charged as one person in the areas mentioned above.

ESTIMATE OF EXPENSES ON THE ORLANDO CAMPUS OF THE DIVISION OF NURSING

The Division of Nursing offers part of its program on the Collegedale campus and part on the Orlando campus at the Florida Sanitarium and Hospital. Charges for tuition and other expenses follow the same schedule as for any college work. The expenses on the Orlando campus which vary are:

Travel Expense: Students of nursing are responsible for transportation expense incurred while traveling to and from clinical practice assignments.

Uniforms and Cape: Approximately \$56.00 will be needed for uniforms and \$25.00 for cape if cape is desired. The uniform will be purchased the first semester of the sophomore year while the student is on the Collegedale campus. The cost of the uniforms only may be charged to the student's account if desired.

LAUNDRY AND DRY CLEANING SERVICE

The College operates a modern laundry and dry cleaning plant. Students are invited to patronize this service. Charges for service rendered will be entered on the student's account to be settled monthly.

MISCELLANEOUS CHARGES

The following expense items may be charged to the student's account upon request:

- a. Books and school supplies, including music and art supplies.
- b. Approved uniforms for physical education classes and recreation.

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- c. Subscription to *Today's Secretary* for secretarial students — present cost \$2.25.
- d. Fee of \$1.00 for the late return of an organizational uniform, or the full cost if irreparably damaged or not returned.
- e. \$1.00 per semester dormitory club dues.
- f. American Temperance Society dues of \$1.00 per year at the election of the student.
- g. Transportation charges for students of nursing traveling to and from clinical practice assignments in vehicles provided by the college.

TRANSCRIPT OF CREDITS

Transcripts of credits will be mailed from the registrar's office at the student's request, provided his financial account is on a current basis. No charge is made for the first transcript. Subsequent transcripts will be provided at \$1.00 each.

TITHE AND CHURCH EXPENSE

Southern Missionary College encourages the payment of tithe and church expense by its student workers. In order to facilitate this practice, arrangements may be made for each student to have charged to his account 10 per cent of his school earnings for tithe and 2 per cent for church expense. These funds are then transferred by the College to the treasurer of the Collegedale Seventh-day Adventist Church.

FUND FOR PERSONAL EXPENSES

Students should be provided with sufficient funds, in addition to money for school expenses, to cover cost of all personal items. They may open deposit accounts at the Business Office, subject to withdrawal in person only, and these funds are available at any time, as long as there is credit remaining of what the student has deposited. These deposit accounts are entirely separate from the regular student's expense accounts.

Each student should bring \$20.00 to \$30.00 for books and supplies at the beginning of each semester, if he desires to pay cash for these items.

PAYMENT OF ACCOUNTS

Statements will be issued to students as of the last day of each calendar month, covering the month's expenses and credits. This billing is subject to discount when paid by the 20th of the following month. Should a student's account be unpaid by the 15th of the succeeding

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month, he is automatically dropped from class attendance until satisfactory arrangements are made. The College is unable to carry student accounts for any length of time. Arrangements should be made for some other plan of financing.

EXAMPLE OF CREDIT POLICY

Period covered by statement	October 1-31
Approximate date of billing	November 5
Discount period ends	November 20
Class attendance severed if still unpaid	December 15

This schedule of payment must be maintained since the budget is based upon the 100 per cent collection of student charges within the thirty-day period following date of billing.

STUDENT LABOR REGULATIONS

Believing in the inspired words that "systematic labor should constitute a part of the education of youth,"¹ Southern Missionary College has made provision that every student enrolled may have the privilege of organizing his educational program on the "work-study" plan. "Jesus the carpenter, and Paul the tent-maker, . . . with the toil of the craftsman linked the highest ministry, human and divine."² The College not only provides a work-study program, but strongly recommends it to each student enrolled.

The College will assign students to departments where work is available and cannot shift students from one department to another merely upon request. It should be understood that once a student is assigned to work in a given department, he will remain there for the entire school year except in rare cases where changes are recommended by the school nurse or are made at the discretion of the College.

Should a student find it necessary to be absent from work, he must make prior arrangements with his work superintendent. In cases of illness, he will also inform the Health Service.

In order to provide work opportunities to students, industries are operated by the College and its subsidiary corporations. These industries must serve their customers daily, necessitating a uniform working force. To continue these industries in operation students as-

1. Ellen G. White, *Fundamentals of Christian Education*, (Nashville, Tennessee: Southern Publishing Association, 1923), p. 44.

2. *Ibid.*

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signed thereto must continue their work schedules to the end of the term. (Preparation for tests should be a day-by-day matter.) Any student who drops his work schedule without making proper arrangements will be suspended from class attendance until proper arrangements are made.

During the first two weeks of school, it is not always possible to get everyone into a work program, but by the end of September usually everyone has a job. This means that it may be necessary to work an extra hour a week to make up for the time lost in September.

BIRTH CERTIFICATE

All students who expect to work and are under twenty years of age must present a Birth Certificate upon registration. This certificate must be left on file in the Assistant Business Manager's office. *No student will be permitted to work until the Birth Certificate is on file at the College. This is imperative under the laws of the State of Tennessee.*

WORK PERMIT

Whenever a student seventeen years of age or under is registered, the college issues a Tennessee Employment Certificate. This must be signed and on file at the College before a student may start work.

SCHOLARSHIPS, LOANS, AND GRANTS-IN-AID

Grants and contributions to Southern Missionary College for operating purposes, capital expansion, or to the Worthy Student Fund, are deductible from income subject to federal income taxes.

SCHOLARSHIP FUNDS

COLPORTEUR SCHOLARSHIP

That students might have adequate work opportunities of a profitable nature (both financially and spiritually) during the summer months, the College, together with the Southern Publishing Association and the several local conferences and Bible Houses throughout the Southern Union, have banded together to offer a bonus to students selling denominational books or magazines.

Students may make arrangements with one of the several Bible Houses to sell books or magazines in a designated territory.

The regular colporteur commission accrues to the student's credit plus a bonus to those students meeting certain basic requirements. This bonus is approximately 43 per cent of the regular commission. A complete explanation of the student colporteur program including

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bonus information is available in pamphlet form from any of the Book and Bible Houses.

TUITION SCHOLARSHIP

Each year the College, in conjunction with the several local conferences of the Southern Union Conference, awards \$50 tuition scholarships to students graduating from the Southern Union academies on the following basis: one scholarship for each academy senior class of twenty-five graduates or less, and for each additional twenty-five graduates or major fraction thereof, another \$50 scholarship is offered. These scholarship funds will be credited to the student's account at the rate of one-half at the close of each semester. The following schools are eligible to participate in this plan:

Bass Memorial Academy	Highland Academy
Collegedale Academy	Little Creek Academy
Fletcher Academy	Madison College Academy
Forest Lake Academy	Mt. Pisgah Academy
Greater Miami Academy	Pine Forest Academy

The candidates are chosen as follows: The faculty of each designated school nominates its candidate; the name, if approved by the school board, is recommended to the educational board of the local conference, for final approval. The selection of nominees is based on character, scholarship, personality, and promise of future leadership.

SCHOLARSHIPS IN TEACHER EDUCATION

In order to help young people of good moral character who possess talents and interest in the field of elementary school teaching, scholarships amounting to \$200 each are available through the beneficence of the Southern Union and local conferences of Seventh-day Adventists. Southern Missionary College will provide opportunity for students on these scholarships to work \$300 of their remaining school expenses. For further details write to the Educational Secretary of the local conference where you reside in the Southern Union. If you reside outside the Southern Union, write to the Union Secretary of Education, Box 849, Decatur, Georgia.

JAMES HICKMAN MEMORIAL FUND

The amount of \$100 is available each year to Freshman or Senior students of outstanding scholarship, social competence and character.

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DOCTOR AMBROSE L. SUHRIE ELEMENTARY TEACHERS SCHOLARSHIP

The amount of at least \$200 is available each year to worthy students in training in Elementary Education.

WILLIAM ILES SCHOLARSHIP FUND

This fund of \$250 is applied in behalf of needy students of promise.

A. E. DEYO MEMORIAL SCHOLARSHIPS

Each year the faculty of the Division of Nursing selects a senior student to receive this award of \$50. The student who is selected must have given evidence of good scholastic standing and Christian character and show promise of making a contribution to the Seventh-day Adventist medical work.

W. B. CALKINS STUDENT OF THE YEAR AWARDS

Each year an award of \$150 is made to an outstanding senior student and a \$50 award is made to an outstanding junior student. The selection of the recipients is made by the faculty in cooperation with representatives of the student group. The selection is based on character, scholarship, personality, and promise of future leadership.

SOUTHERN UNION GRANTS-IN-AID

FOR STUDENTS OF NURSING

This fund provides \$150 for the freshman year and \$300 for subsequent years. This amount will be advanced by the Southern Union Conference and will be paid directly to SMC. The student receiving this financial aid will agree to enter nursing service at the Florida Sanitarium and Hospital for one year after graduation. This one year of service at the regular rate paid graduate nurses will amortize the grant-in-aid. Students who are interested should consult with the Chairman of the Division of Nursing.

LOAN FUNDS

NATIONAL DEFENSE STUDENT LOAN FUND

The Federal Government has made available loan funds under the National Defense Student Loan Program for the purpose of providing financial assistance to qualified students seeking a college education. For complete information and application forms, please see the Academic Dean.

ALVIN CHRISTENSEN MEMORIAL LOAN FUND

This fund of \$300 has been made available by Dr. and Mrs. L. N. Christensen for loan purposes to a college junior or senior majoring

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in biology or related fields who gives evidence of Christian sincerity, industry, satisfactory scholarship, and financial need. The interest rate of three per cent becomes effective one year after the borrower severs relationship with the College and the principal with interest is due and payable within three years.

ALUMNI LOAN FUND

A fund of approximately \$1,000 a year maintained by the alumni of the college. Allocations are made to working students in the junior or senior year on the basis of proved need, character, leadership potential, good scholarship. Loans are usually limited to \$100 to a student.

THE LEVERING WORTHY STUDENT LOAN FUND

The Student Loans and Scholarships Committee will determine eligibility of applicants. Satisfactory character references, acceptable scholastic achievement, and financial need must be in evidence.

The applicant will be asked to sign a non-interest bearing note with the promise to repay following graduation or when remunerative employment is secured.

NURSES LOAN FUND

A student loan fund has been established to aid a limited number of qualified students of nursing. Requests for the loan should be made to the Chairman of the Division of Nursing.

EDUCATIONAL FUND

Many young people are deprived of the privilege of attending college because of a lack of necessary means. To aid these, an earnest effort has been made to obtain donations for the establishment of an education fund, from which students worthy of help may borrow money for a reasonable length of time. Faithfulness in refunding these loans will make it possible for the same money to assist many students in school. There have been some gifts, and these have been used to help several young men and women complete their work in this college. But the needs of worthy students have been greater than the funds on hand; consequently it has been impossible in many instances to render the needed assistance. It has therefore been decided to direct the attention of patrons and friends of the school to these facts and to invite them to give such means as they may desire to devote to this purpose. The College will be glad to correspond with any who think favorably of this plan, and will continue to use the gifts so that the wishes of the donors may be fulfilled and the best results obtained.

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"In each conference a fund should be raised to lend to worthy poor students who desire to give themselves to the missionary work; and in some cases they should receive donations. When the Battle Creek College was first started, there was a fund placed in the Review and Herald office for the benefit of those who wished to obtain an education, but had not the means. This was used by several students until they could get a good start; then from their earnings they would replace what they had drawn, so that others might be benefited by the fund. The youth should have it plainly set before them that they must work their own way as far as possible and thus defray their expenses. That which costs little will be appreciated little. But that which costs a price somewhere near its real value will be estimated accordingly." *Testimonies*, Vol. VI, pages 213, 214.

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